

BOARD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair
Richard Schadewald, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linssen

HUMAN SERVICES COMMITTEE

Wednesday, November 16, 2016

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 11, 2016.

Comments from the Public

Report from Human Services Chair, Erik Hoyer

Presentation by Rise Together.

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center Board of Director's (July 14 and August 25, 2016).
 - b. Aging & Disability Resource Center of Brown County Board (February 25, April 28 and May 26, 2016).
 - c. Children with Disabilities Education Board (October 13, October 24, October 26 & November 3, 2016).
 - d. Human Services Board (October 13, 2106).
 - e. Veterans' Recognition Subcommittee (September 20, 2016).

Communications

2. Communication from Supervisor Schadewald re: I propose that the Human Services Committee examine and draft a resolution similar to St. Croix County Resolution No. 37 (2016). *Held for 60 days.*
3. Communication from Supervisor Schadewald re: This is my request for the committee to evaluate Montana Meth Project commercials for possible use as public service announcements in Brown County. *Referred from October County Board.*
4. Communication from Supervisor Nicholson re: Requesting the reasons why the Nursing staff at the CTC are not able to select vacation from 12/22/16 to 12/31/16. *Referred from November County Board.*

Wind Turbine Update

5. Cost of peer review. *Referred to Corporation Counsel and Purchasing Department.*
6. Questions for Attorney General. *Pending response from Attorney General.*

7. Receive new information – Standing Item.

Resolutions/Ordinances

8. Resolution Approving Funding to Provide Safe and Secure Transitional Housing in Brown County.
Referred from November County Board.

Human Services Department

9. Update re: County policies re: visiting hours for relatives, court appointed guardians, and other professional services personnel at the Community Treatment Center.
10. Executive Director's Report.
11. Financial Report for Community Treatment Center and Community Programs.
12. Statistical Reports.
 - a. CTC Staff - Double Shifts Worked.
 - b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Child Protection - Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
13. Request for New Non-Continuous and Contract Providers and New Provider Contract.

Aging & Disability Resource Center - No agenda items.

Health Department – No agenda items.

Syble Hopp – No agenda items.

Veterans Services – No agenda items.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.
16. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Human Services Committee** was held on Tuesday, October 11, 2016 at the Brown County Central Library, 515 Pine Street, Downtown Green Bay, Wisconsin.

Present: Chair Hoyer, Supervisor Schadewald, Supervisor Brusky, Supervisor Linssen
Excused: Supervisor De Wane
Also Present: Supervisors Lund and Gruszynski, Veterans Service Officer Jerry Polus, ADRC Executive Director Devon Christianson, Human Services Director Erik Pritzl, Human Services Finance Manager Eric Johnson, Nursing Home Administrator Luke Schubert, Health Environmental/Lab Manager Rob Gollman, Interim Health Director Deborah Armbruster, Family Services President Jeff Vande Leest, Director of Community Programs Nancy Fennema, Economic Support Manager Jenny Hoffman, Director of Administration Chad Weininger, Internal Auditor Dan Process, Finance Director David Ehlinger, Senior Accountant Sandy Parmer, HR Benefits Manager Tom Smith, County Executive Troy Streckenbach, interested parties and news media

Audio of this meeting is available by contacting the County Board Office at (920) 448-4015

I. Call Meeting to Order.

The meeting was called to order by Chair Hoyer at 6:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of September 28, 2016.

Motion made by Supervisor Brusky, seconded by Supervisor Schadewald to approve with the amendments to note that the location of the meeting was at the Health Dept. and under Wind Turbines, internet research should be 49, not 149. Vote taken. MOTION CARRIED UNANIMOUSLY

BUDGET REVIEW

REVIEW OF 2017 DEPARTMENT BUDGETS

Comments from the Public – Budgetary Items – None.

Veterans' Services

1. Review of 2017 Department Budget.

The Veterans' Services proposed budget is set forth on Pages 151 – 154 of the budget book.

Veterans' Service Officer Jerry Polus informed that his budget is basically a cost-to-continue budget with current staffing and related operational costs. He noted there is \$12,403 budgeted under supportive services which is the emergency fund and he anticipates there will be a carryover from 2016 as well. In addition, to date donations have been received in the amount of \$7,198. Polus anticipates the emergency fund for 2016 will be in the area of \$25,000 - \$30,000 and this will meet the needs quite well.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve the Veterans' Services budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

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Aging & Disability Resource Center

2. Review of 2017 Department Budget.

The Aging & Disability Resource Center proposed budget is set forth on Pages 108 – 114 of the budget book.

ADRC Executive Director Devon Christenson thanked the Committee for their continued support and commitment to serving the older people and those with disabilities in the community. Without County support the programs at the ADRC would be nowhere near where they are today. The partnership between the County and the ADRC is a win-win situation.

Christensen informed they have been working hard to look towards business practices, which they call business acumen, to be able to open a coffee shop inside the ADRC called The Grounded Café. The ultimate goal is to have persons with disabilities employed at the coffee shop with the hope of engaging people earlier and sooner by coming in for a cup of coffee and seeing the other services and programs that are available. They really want the dollars to continue to support the nutrition program and other programs. Christensen said they have received a \$20,000 grant for this and are well into the planning process and the café will be ready to go next year.

Christensen also noted the ADRC administers the 8521 transportation program on behalf of Brown County. This is transportation for older adults and persons with disabilities in the community. The ADRC does a plan every year and this year they contracted with the Brown County Planning Department to do a rural transportation study. The study helped identify hot spots where older adults and persons with disabilities are living and they will use the results to build a plan for next year.

The ADRC is also looking for efficiencies through online scheduling and registration for programs which is helping to reduce the clog at the front desk. Christensen continued that the ADRC has always been a great partner with public health, but at the state level, Aging and Disability Resource Centers have been merged under the Division of Public Health so there is a new statewide alliance that is creating new collaborations at the local level. Christensen is excited about this and feels the missions align wonderfully in terms of prevention, outreach, education and linking people to services. She mentioned the *This Is Public Health* event coming up this weekend and said she would love to see everyone attend.

Christensen continued that they will also be doing a tremendous amount of work around dementia-friendly communities in 2017. The memory cafes will be expanding and they will also be reaching out to businesses and training them around education and knowing how to receive people with dementia in their locations and reducing the stigma of living with the disease.

The overall ADRC budget demonstrates some efficiencies they have been able to create through some reorganization in the nutrition program and it also reflects increases in revenues derived from the transition of long-term care from the County-based program to Family Care. They have been able to capture the real cost of meals which has helped generate some additional revenue. The Medical Assistance dollars they have been able to capture through their social work component and benefit advocacy are beginning to stabilize and they will probably even slow down a little in the future. Christensen also talked about the dementia care specialist position that is due to sunset June 30, 2017. This is an incredibly critical position and the ADRC is advocating at the State level and it is in the ADRC budget in hopes that it can continue. It was also noted that the ADRC has kept most of their contracts flat. Overall Christensen said the budget is balanced and positive and she thanked the Committee for their ongoing support.

Hoyer noted 2016 has not been an easy year and he appreciated and thanked Christensen for taking the challenges presented and turning them into opportunities. He said the entire Board feels strongly about the work being done at the ADRC.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve the Aging & Disability Resource Center budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

Health Department

3. Review of 2017 Department Budget.

The Health Department proposed budget is set forth on Pages 115 – 120 of the budget book.

Interim Health Director Deborah Armbruster talked about the *This is Public Health* event being held on October 15. Everyone at the Health Department is very excited about this and she encouraged everyone to attend as there will be a lot of things to see, including the Health Department's community partners such as the ADRC.

Armbruster thanked Supervisor Schadewald for his work on the Human Services Committee and also for being part of the Board of Health and getting to know what the Health Department is all about. She also expressed her appreciation to Chair Hoyer for attending the Board of Health meetings to get to know more about the Health Department.

The main initiative for 2017 is the expansion of the Health Department's partnership with the ADRC. This is something that they have wanted to do, but the State is now really encouraging the development of the partnership. The Health Department concentrates on maternal and child health services and not as much on adult health. They have been talking about this for the last few years and the partnership with the ADRC will make serving adult health needs more feasible. Armbruster is excited because this is going to serve the population by using population-based services for the disabled and adult population as well as the older adult population so they can work to help these people stay in their homes.

The other initiative for 2017 is the expansion of the immunization services. Armbruster explained that in the past they have done mass clinics, but they have now chosen to have their clinics primarily at the Health Department. They knew they needed to increase their immunization rates so that 80% of 2 year olds in the County are properly immunized. They needed to up the game and to do that they decided to go out to the community. They held their first mass clinic at St. Willebrord's Church in August and over 200 immunizations were given. They did another mass clinic at the Health Department last week and they gave 393 immunizations. Flu shots will be given free to children at the *This is Public Health Event* and for \$20 to adults which is a bargain. If there is any flu vaccine left, they will look into a mass clinic towards the end of the month.

Armbruster continued that the Health Department has received an adult immunization grant which is primarily to promote influenza vaccines for adults. It does not pay for the vaccines, but it pays for the nurses, health aids and health educators' time to educate on the emphasis of needing the vaccine. They had a stakeholders meeting on this recently which included the pharmacies and universities and some primary providers to talk about how to promote flu vaccines. Armbruster is hoping to put the money they would have used for the staff without the grant towards getting some updated appointment system software. They would like to look at Avatar which is the system used by Human Services.

There is also a grant for a quality improvement project which the Health Department will be starting as well as finishing the rabies project this year. They will also be doing food borne illness for 2017. The Health Department does this and then gives it out to the providers and the people in the communicable diseases surveillance group, but they all look to the Health Department to be the leaders and the Health Department takes this very seriously.

Armbruster continued that they thought the preparedness monies were going to be cut by 7%, but Congress just passed a bill that put the money back into place. The other grants for immunizations, maternal child health, HIV and well women program and lead are all staying about the same. Armbruster also mentioned the Health Department is looking forward to the merger of the Health Department with Human Services. She said the services of both departments are intermingled and many of the Health Department staff already work with Human Services staff to get people the help they need and the merger is a natural progression to providing better service to the community.

Hoyer said he has enjoyed being able to work with Armbruster and thanked her for what she did as the Interim Director.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve the Health Department budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY |||

Human Services Department

4. Review of 2017 Department Budget.

The Human Services Department proposed budget is set forth on Pages 121 – 145 of the budget book.

Human Services Director Erik Pritzl thanked the Committee and the County Board for their support because without it, they would not be able to do their job and meet the needs of the people in the community. He also echoed what Hoyer said about Debbie Armbruster and said that she has done an excellent job acting as the Interim Health Director.

Pritzl has been working to put together the proposed budget presented here with the management team while working from the Human Services mission which is rooted in protecting vulnerable persons, providing effective services and a safety net of financial support for people in distress. Going into the budget process for 2017, there was a little less ambiguity than in the prior year, partly in part because of the Family Care transition which is now complete. This gives Pritzl a chance to see service demands with the services transitioning, contracts and available financial resources and also the challenges with budgeting of things like administrative dollars that were normally charged to the programs and other similar programs. Now that the transition is done, they are seeing some of the results of it in a couple areas and also the payments to Family Care which will be a challenge for a few years. These payments reduce every year and will eventually be at a stable point.

Budget highlights show the Family Care payments in full amount which is a challenge and is not something that can be changed. There is also a shift in the electronic health records system, Avatar. This shifted from non-operational funding to about \$300,000 that has to be picked up in the budget and that is a challenge as well. In talking about comprehensive community services (CCS) there will be a resolution later for a position related to this. Pritzl said this is extremely important and noted that there is a significant amount of revenue that comes into the Human Services Department from CCS, nearly \$2 million dollars. The Office of Inspector General conducted an audit this year which would have showed significant disallowances for services in terms of costs and expenses that were not claimed. This is done to ensure program compliance with the regulations and Pritzl noted that the result was not unusual and every County who was audited had the same result. With regard to the Economic Support program, there has been turnover of concern the past year. They are adding positions to try to get to a more manageable level compared to the consortium partners so people can be satisfied with the work they are doing and feel like they have enough time to do the work. They are proposing to add two economic support specialists and an economic support lead worker.

With regard to the mental health initiatives added for 2016, Human Services will see increased demand for this. They added mental health clinician staff in 2016 which helped with the psychiatry waitlist. The waitlist is down below 60 which is great, but there is a concern that they will see increased demand for substance abuse services, particularly clinicians and case management time so they are putting in a position for a substance abuse counselor. The treatment courts are another area that have received a lot of attention. The treatment courts have been quite successful and Pritzl is proud of the work being done. There are capacity problems with the treatment courts so Pritzl is proposing adding a treatment court case manager in the budget. He noted that grant funds would have supported the expansion, but the grant that was requested did not get funded at the full request so the budget presented here contains the funds to support a case management position as well as expanded clerical or support time as part of the treatment courts. Pritzl continued that he asked for specifics as to what was funded or not funded in the grant and was advised that there was a reduction in the support component that was requested. The case manager is funded according to the Department of Justice response, but the support services will not be funded. This presents a challenge in that if more people are brought into the treatment court program, additional data collection and monitoring will be necessary. Pritzl said this would be about \$40,000 and the amount is reflected in the drug court costs. Hoyer asked if there was concern with a judicial bottleneck and Pritzl advised that the judges believe the bottleneck would not be with the judges, but more on the case management side.

Pritzl continued that currently grant monitoring and compliance is what the position he is looking for would cover. It would be a contracted service through a staffing firm and the position would be responsible for data

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collection, monitoring and programming. Schadewald asked Director of Administration Chad Weininger what would need to be done to get the position funded. Weininger explained that this is outlined in the resolution. If Pritzl is saying they are short \$40,000, a motion would need to be made to apply \$40,000 in levy to be placed in wages and benefits and that money would then be used to fund the grant shortfall. Pritzl said the \$40,000 is what was in the grant request and Schadewald asked if the position could be filled for less. Pritzl said that the \$40,000 is based on the cost of the hours for the services. If less than \$40,000 is allocated, the position would work less hours.

Weininger explained that for grant funded positions, as long as the grant is there, the position is filled. When the grant runs out, the position is typically not filled. Pritzl noted this is a multi-year grant. What typically happens is the grant will be opened up to reapply again and then they would see what is granted and if there is a difference than he would bring this back to the Committee. Pritzl said at the time his budget was prepared, he expected to receive the full requested grant funds. When they received the news that the grant funds would be less than expected, the budget was pretty much already done. County Executive Troy Streckenbach said he recently attended a drug court graduation and invited Senator Cowles to attend with him to show him that this was a really good program and it needs more resources. Streckenbach will continue to communicate to the State going forward in hopes that State grant dollars will be increased.

Schadewald believes in the treatment court program and would rather spend money keeping people out of jail than keeping them in jail. He would like to see funds allocated for this position so the job can be done. Pritzl called attention to Page 133 as this is where the grant funds are shown. Preliminary notification is that \$159,785 will be received from the grant. Weininger noted that Public Safety has already had their budget meeting and so has Administration Committee. Public Safety used \$100,000 to go towards a D.A.R.E. officer. Currently the Executive's budget has a 1 cent tax rate reduction which is equivalent to about \$188,000 and Public Safety has used about \$100,000 of that. The remaining \$88,000 could be used for this or, alternatively, the other option would be to make some adjustments to the budget by deleting something else to help cover the grant shortfall. Pritzl said that because of the way the grant is structured, the \$40,000 should go to contracted services rather than personnel.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to reduce the federal TAD Grant revenue from \$199,785 to \$159,785 and increase general property taxes to \$15,390,815. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to suspend the rules and take the non-budget items at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, the Committee took the Non-Budget Items at this time.

Pritzl talked about a few other things his department is working on. He takes revenue very seriously and will establish productivity benchmarks for outpatient clinic providers, which will aid in more accurately estimating revenues and capturing additional revenue through direct service provision or State reimbursement-based on the cost of provided services. Human Services will also be working on discharge coordination improvement. He noted that this relates to the Nicolet Psychiatric Center and the benchmark is how many people are re-admitted after 30 days. Currently they are at about 12 – 13% which is higher than the State average. There is a group working on this issue who is enlisting support from behavioral health training partnerships. Pritzl is proposing to work with people in the department on the index of services to understand what exactly they are providing, what the funding is, what the requirements are to know what is mandated and what is not to be sure there is a good picture of what the department is providing.

The next initiative for Human Services is establishing remote work environments. There are a couple program areas that are interested in trying this. They do have technology to support this to some extent and they want to start testing to see what works and what does not for people to work more remote. There are other counties doing this and there are some nice templates to work with and Pritzl feels it is time to start looking at this option. Hoyer asked if there are particular areas that lend themselves to this more than others and Pritzl responded that the pilots would most likely occur in Children, Youth and Families and Economic Support. |||

The final initiative is to reorganize the Human Services Department and there is a resolution on this coming up later on the Agenda.

Schadewald asked if there is anything that Pritzl did not get in the budget from the County Executive. Pritzl did not recall anything and noted that the County Executive has been supportive of the various initiatives as well as the staffing changes. There are some proposed staff additions for very specific things and these have received support from the County Executive as they came forward.

Schadewald also asked about the healthy meals program which was cut by the State. Pritzl said the County does not receive the Family Foundations Grant. The overall reduction of funds at the State level occurred for this budget cycle and that was pushed down to the various entities that received the grants in the past. The State also funded more projects, so there are fewer dollars being spread across more projects. Pritzl said some organizations that applied for the Family Foundations Grant got not funding while others received partial funding. Brown County has kept the Healthy Families amount in tact which is part of this, but there is also another program, the Welcome Baby program, and those funds go to Family Services and now they have to deal with what is essentially a significant reduction in funds.

Family Services President Jeff Vande Leest talked more about this. He explained the program is somewhat complicated and started with the Welcome Baby piece which has been funded by the Community Partnership for Children over the years. Under the program, Family Services had a team of 6 hospital assessors who went out to the 4 local hospitals. They flag all of the births in Brown County and do a risk assessment and then if there are babies that are determined to be at high risk, they are identified and slotted into programming to work with the families on things such as parenting and other issues in an attempt to prevent child abuse. With the CPC funding going away, the assessment part of the program will be gone. The upfront assessment part costs about \$282,000. Vande Leest explained that this was money that Community Partnerships for Children has raised over the last 10 years and they continue to do fundraising to cover this program. The Community Partnership for Children intends to sunset all of the money that has been raised over the years and there will be no more money from them after the first of the year. This is completely separate from the Family Foundations money that Pritzl spoke about earlier that covers the home visiting part where the services are actually provided to the families that are deemed to be high risk. Pritzl said what needs to be looked at is what does Healthy Families look like without the gateway Welcome Baby program. The County has invested in Healthy Families over the years because it is a great, preventative program, but now we do not have the front program.

Supervisor Lund asked how this fits into the Birth to 3 programs. Pritzl explained that Healthy Families has some connections to referrals, but it is not a back and forth partnership. Deputy Director of Human Services Nancy Fennema explained that Healthy Families and Birth to 3 are two separate programs. The Family Services Healthy Families program meets new parents in the hospital and does the assessment right there to get the family off to a good start. Birth to 3 is a program that works with children who have some type of disability and/or other challenge that requires some special attention.

Vande Leest clarified that the upfront part of the Healthy Families program will not exist unless Family Services is able to come up with some other community funding. They are currently going around the community talking with different partners about a short-term investment to keep the program running until a sustainability plan can be figured out. He said United Way has put up some money and Family Services is willing to put up some money and they are also talking with other entities about this. Linssen noted that taxpayer support was not mentioned. Vande Leest said the County providing some money on a short-term basis may be helpful. This would help allow time to figure out the long-term demand that would hopefully rest more on community support business, industry and fundraising versus it being taxpayer supported. Pritzl said they knew there was a sustainability issue with the program and they were working on that. Then they got the notification on the Family Foundations grant and the sustainability issues become a sustainability crisis. They cannot create a program that looks the same with the funding reduction. He reiterated there was already work being done on the sustainability of this program; this is not something that was not attended to. The Family Foundations grant just accelerated the funding issue.

Schadewald asked if this is the most important program that is affected by the Foundations grant cut. Vande Leest said from his perspective it is extremely important for children to get a decent start and anecdotally he can testify that if kids are not taken care of early they will cause problems with the system down the road for things like educational

problems and delinquency. Working with kids up front is very important. The priority right now is to save the life of the assessment part of the program for 1 more year so they have some time to figure this out.

Schadewald proposed putting \$25,000 of taxpayer money toward the program which will cover 1 month of the assessment part of the program if Pritzl thinks it is a priority. Pritzl responded that the comments made demonstrate why it is a priority. It is a prevention and early intervention program and knowing the volume of work the Child Protective Services workers handle every day, if something can be done to destabilize that and get more families the services they need, he does not want to jeopardize it. Schadewald said currently it would be hard to say that the County wants to take this over, but by the same token, he does not mind using some taxpayer money to provide the chance to keep the program operational while other funding avenues are being explored.

Linssen asked if \$25,000 was really going to fix anything. He said it appears this is a long-term issue that needs to be dealt with if the program is going to continue. Pritzl responded that \$25,000 partnered with other funding donations and support would help, although it will not solve it by itself. He said the \$25,000 would show community buy-in and would help when pooled together with other sources. Linssen asked where Vande Leest is at with regard to raising money from community partners. Vande Leest responded that United Way and Family Services are both in and they will be meeting with Bellin, Aurora and the HSHS system and the Community Foundation will also be providing support. In addition they have a meeting set up with the County Executive next week. Vande Leest said they are about half way there for the 1 year sustainability plan.

Fennema added that this is very much a community program and she hopes that there would be continued investment from the hospitals since services are provided through the hospital. She said the \$25,000 would be a great vote of confidence for the community. She noted there are a lot of very young parents, parents who are abusing alcohol and others with other problems and this program gives them the opportunity to talk to someone who can help them with resources before things get out of hand. She feels this is a great program and believes it belongs in the community and not the County.

County Executive Troy Streckenbach said he will wait until the final budget has been completed to comment further on this. Historically there has been interest in the tax rate and how certain adds or deletions overall affect the tax rate. In terms of this particular program, Streckenbach said he was not aware of this until he received some e-mails recently about the funding crisis. He often tells people that County government is designed to be reactive and in this case it is an investment in trying to see if there are preventive measures to implement. He said a lot of people are sitting on the sidelines watching dollars being invested and trying to figure out if the dollars are invested at an early stage, what does it look like when the child reaches 18 and are the dollars accomplishing what we are trying to accomplish.

Streckenbach continued that there needs to be a long-term investment in this and it is unfortunate that there was a large amount of money coming in but the State decided to change things, putting the County in this position. Linssen asked if Streckenbach was specifically opposed to an expenditure of this nature. Streckenbach responded that the program is a good one and he will meet with Vande Leest next week and they will try to figure out a way to advocate for funds for the short-term fix. He said there are multiple ways to look at the shortfall and noted that he is not exactly sure what the shortfall is at this point. Linssen does not want to act too quickly if Streckenbach has an alternative way of addressing the issue for the Board to look at. Streckenbach responded that the budget he brought forward is what he feels can be accomplished next year. Unless department heads have advised Supervisors that something has come up, there is nothing else Streckenbach is aware of in terms of what he wants to accomplish. Linssen asked if Streckenbach would rather the Committee wait until after he meets with Vande Leest to decide whether the Board will commit money. Streckenbach feels it is fair for the Committee to make the decision now as a bookmark in terms of things the Committee feels are important for the Board to consider. He does not have an issue with the Committee making the proposal but noted that once the budget is voted on at the Board budget meeting, he will make his choices.

Supervisor Brusky asked if the Welcome Baby program has any overlap with the Healthy Community Resource Center. Vande Leest explained that Family Services does all of the Welcome Baby visits. The Healthy Resource Center is one of the gateway agencies so when the high risk families are identified, they are a referral source for other services.

Schadewald said this Committee can only do so much; then it goes to the full County Board. When the program was explained, it seemed worthy to Schadewald to look at. He feels having someone in the hospitals for the young mothers makes a lot of sense. Schadewald also firmly believes that if we are going to service the citizens of Brown

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County, we have to talk about the babies and in order to service the babies, the County needs to have someone who knows what services they need. The \$25,000 was more of a starting point for discussion purposes and he is hopeful that other community resources can be found to continue the program. Schadewald said this is not something he is saying the County wants to take over.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to provide a one-time \$25,000 decrease to the levy and increase contracted services by \$25,000. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve the Human Services budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

a. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Human Services – Community Programs Table of Organization.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve Item 4a. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Resolution Approving New or Deleted Positions during the 2017 Budget Process in the Health Department and Human Services Department Table of Organization.

Pritzl informed that this resolution puts forth the proposal to combine the Health and Human Services Departments. He said there are many ways the Health Department and Human Services Department intersect, whether it be something as simple as medical records and Avatar or something more complicated like a prevention program and home visiting program like Welcome Baby and Healthy Families. These two departments are really very much aligned in the services that are being provided, but there is no debating that there are still some separate areas. Pritzl has been fortunate to be a Health and Human Services Director in the past and he has seen the benefits of combined departments. He has been through situations that require emergency response and has seen how the excellent planning and emergency preparedness of public health gets coupled with the resources of the Human Services Department in terms of accomplishing a lot of those plans. This response works very well where there are populations in need and there are health issues that need to be looked at and the departments start working together. Pritzl feels when the departments are combined, the health officer can truly focus on health needs and health outcomes of the community and the administrative duties of the director position can be transferred to the health and human services director which is an advantage that Pritzl sees.

Pritzl continued that the populations of the Health Department and Human Services Departments intersect all the time. They serve children and families and vulnerable adults and the ADRC and public health. These services all align and to keep them under two separate departments is not the most effective and efficient way to do it. Pritzl said there are currently 26 counties that have combined departments and he is starting to see that the way to move forward is through combination.

Pritzl informed the continuum model is so critical. There is promotion and prevention, and then there is treatment and recovery. The Human Services Department is very heavy on treatment and recovery. There are some preventative programs at Human Services that are not at the same point as the Health Department and Pritzl feels that if these departments are combined, the promotion, prevention and treatment pieces could come together which would bring a very strong service model for the public. He would love to be part of this model and feels this proposal is sound and makes sense in terms of services. He is not asking to change the staffing models; this is about the servicing and bringing it all together. This is a great opportunity and Pritzl said he thinks it makes sense for the development of both departments.

Supervisor Gruszynski feels the transition makes a lot of sense and Pritzl has done a fine job working on this. He noted that in looking at 2014–2015, the number of FTEs managed by the department head was at 460, but after the Family Care transition, that dropped dramatically. Combining the departments would add positions to come back up to that level, but Gruszynski does not agree to a \$19,000 pay increase. He said in 2015 the position was |||

at \$105,000 and now it is at \$125,000 and now we are looking to go to \$145,000 with almost the same amount of FTEs from 2015 to today with the new transition. He will let the Committee decide if this is apples to apples with bringing this in but he disagrees with it when looking countywide.

Schadewald said the number of FTEs in a department is not a criteria how the County pays people in any department. What we need to be sure of is that every position has the expertise and the abilities to manage their responsibilities and that is what we are paying for. He continued that if we are increasing the responsibilities, programming and initiatives he does not have any problem adding salary. Gruszynski responded that in looking at the Family Care transition, obviously responsibilities were taken off of the position and that comes into play. Schadewald feels we should look at the comparables of the other 26 counties who have combined departments. Supervisor Lund said that HR studied this and the proposed increase is what they came up with as the proper pay for the role. Weininger added that HR did a market study and analysis and determined that this is the appropriate wage for the position. The Family Care program, in Weininger's opinion, was not as complex as the inner workings of the health department, so this is taking an entire department and putting it under the Director as opposed to a program. Schadewald noted that he respected Weininger's opinion, but he disagrees with the idea of using FTEs as a basis.

Hoyer asked Pritzl if he could briefly describe the difference between the Health Director and a Public Health Officer and how it flows into his position. Pritzl explained that a Health Officer has certain statutory obligations for administering and overseeing the public health programs that are required under statute for the appropriate level of the Health Department. This would not change in terms of responsibilities in overseeing the community health improvement plan. Programs are operated as a Level 1, 2, or 3 and that person would continue to do those things as well as declaring public health hazards which is a statutorily protected decision. Those things will continue under the Division of Public Health and the more administrative duties such as table or org changes and making presentations at Committee meetings, things that are more department level, would be handled by this Executive Director position. The person does not lose statutory authority; that all remains intact. Hoyer said that the hope would be to get a Master's prepared person to do a Level 3 and Pritzl agreed with that. Streckenbach said we would continue to do Level 3 programming regardless of if you have a person qualified by the State at Level 3. We could have someone that's level 2, but still continue to do all the programming we want that meets the qualifications of Level 3. The goal and objection would be to get the Level 3, but he wants to be sure that everyone is clear if we did not make it there, we can still do all Level 3 programming and that is the intention. Streckenbach continued that in order to be named by the State as Level 3, the person needs to meet the qualifications that are designated by the State. However you can continue to provide the programming equivalent to a Level 3, the only difference is you would not receive reimbursement from the State of \$4,000. Armbruster wanted to make it very clear that the services provided at the Health Department have not changed at all since the former Health Director left in March. If anything, the services have increased some. She reassured that to secure a Public Health Officer in the future, you would hope to have one that has the Master's degree that meets the requirement of level 3, but they have definitely kept the services at that level.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve 4b. Vote taken. MOTION CARRIED UNANIMOUSLY

NON-BUDGET ITEMS

Comments from the Public – Non-Budgetary Items – None.

Report from Human Services Chair, Erik Hoyer

Hoyer thanked the Library for hosting tonight's meeting.

1. **Review Minutes of:**
 - a. **Children with Disabilities Education Board.**

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

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b. Mental Health Treatment Committee (September 14, 2016).

Motion made by Supervisor Brusky, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to take Item 6 (non-budget) at this time.
Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, the Committee skipped to Item 6 (non-budget) at this time.

Communications – None.

Resolutions/Ordinances

2. An Ordinance to Repeal and Replace Section 30.05 of the Brown County Code of Ordinances Entitled “Prohibiting Fraud in Public Assistance, Housing Accommodations and Energy Assistance Cases”.

Human Services Director Erik Pritzl introduced Economic Support Services Manager Jenny Hoffman and indicated that she has a very, very good understanding of what this is and why it is needed. Hoffman said she worked with Corporation Counsel on updating Ordinance 30.45. The Office of Inspector General and some of the federal oversight organizations came in recently and did an audit and recommended some changes in the ordinance language to get in compliance. Schadewald asked if this handles all of the non-compliant items and Hoffman said that it would. Schadewald asked what happens when the Department is found non-complaint. Hoffman says that typically a timeframe is given to get into compliance.

Linssen asked about the penalties on Page 3 of the proposed Ordinance and asked what the penalties for program violations are. Hoffman responded that the intentional program violation being referred to is removing an individual from the Food Share program if they commit such a violation and they would be cited under 30.05. Typically the administrative intentional program violation is removing the individual who commits fraud from the program for a certain length of time. Hoffman said that this language change needed to be made in order to continue with the way citations are issued and then administer that penalty. If this language change does not take place, Human Services would still be able to issue citations, but they would not be able to impose the intentional program violations and remove the individual from the program. At this time, an individual who violates this would just have to pay the fine the County levies against them, but they would still get their benefits. Hoffman explained that the State is also looking at making statutory changes and they are working with the federal government on bringing that piece up to date as well. Linssen asked what the removal process is, specifically if there is some sort of hearing process. Hoffman responded that recipients do have the right to a fair hearing so an Administrative Law Judge would hear their cause if they object or wish to file an appeal.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

3. Update re: County policies regarding visiting hours for relatives, court appointed guardians, and other professional services personnel at the Community Treatment Center.

Pritzl informed he wanted to be sure this remains on the agenda to ensure that the discussion continues. They have been looking at policies at other similar facilities. Pritzl said the Community Treatment Center is an acute inpatient psychiatric unit and deals with people who are having psychotic events such as hallucinations and delusions. Symptoms are managed in the small, 16 bed facility and they try to make sure that the environment is stable so these people can recover. Hospital Administrator Luke Schubert said that in talking to other hospitals, the common theme is that visiting hours are interrupting the treatment program. Schubert and Pritzl are both on the same page that they could look to expand their visiting hours somewhat, but it does not appear that Brown County is significantly off the mark with the comparables they have received.

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Pritzl continued that some of the things they are trying to resolve are technical in some ways, such as with regard to guardians and attorneys visiting the people versus family and general public. They continue to look for feedback on this as well as get some answers to questions as to what the rights of a guardian are in terms of access to their wards. Human Services will continue to look at this. To date not formal changes have been made, but Pritzl said they are accommodating people when they have a special request and cannot make the regular visiting hours. Linssen asked if Pritzl needed approval of this Committee or the Board to add a block of visiting time during the day. Pritzl said the communication was addressed to this Committee and he believes there is an obligation to report back to this Committee. He will also work with the Human Services Board on this.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file with the expectation to bring this back next month as an update. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Executive Director's Report.

Pritzl spoke about the Day Report Center. Family Services is the selected vendor and they are looking to be operational by mid-November. They have operated similar facilities so they do have program guides, regulations and policies and procedures in place. Pritzl will be giving an overview to court related staff on Friday to be sure that anything they want as part of this is included in the programming. Hoyer asked if a location has been identified. Pritzl said there is a location selected, but they are still in the process of signing a lease. The location will be somewhere in the central Green Bay area.

Pritzl also noted that Kevin Brennan has been selected as the Children, Youth and Family Manager effective October 3. Brennan has been fulfilling the role as an interim and was a child protective supervisor prior to this position. He wished to thank Brennan for all the work he has done and noted that for coverage they decided to split different pieces of this division on an interim basis.

With regard to the secure detention changes, Pritzl said he included this in his report although it is really the Sheriff's area. He wanted to make it very clear that he is not intruding on the Sheriff's area in any way, shape or form. He noted that the children that are in detention are youth that Human Services works with. The pod these children are housed has been downsized which will affect revenues, etc. Pritzl thinks they can manage the population with 10 and 5, but it will be cutting it fairly close. He is also working with Shelter Care to see what they can do in these situations where maybe a child does not go to secure detention on a 72 hour hold for violation of their supervision and would go to Shelter Care instead. Pritzl said the first week they tried this there were some issues with the census because there were two males who could not be housed together due to interpersonal reasons. Pritzl said this is short-term and the Sheriff has been consistent in saying they can move them back to the other pod, but he does not want this to fall off as an issue to be concerned with in terms of the jail. Linssen asked what the next closest juvenile facility is to Brown County and Pritzl said that it is Sheboygan. Linssen asked if the County has the ability to contract with Sheboygan fairly easily on short notice. Pritzl said that the Sheriff's Office would look at this as an option when necessary. When this occurs there are ramifications to the Human Services Department with things like travel and meeting with case workers. Schadewald said this is an issue of public safety and Pritzl agreed and said they make every effort for children not to go to secure detention. Pritzl wanted to be sure that the Committee know the Sheriff is always prioritizing Brown County children and they have been great partners. He said there are discussions regarding jail expansion and he wants to be sure that this is something that is considered and aware of in those discussions.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Financial Results for CTC and Community Programs.

Human Services Finance Manager Eric Johnson informed that generally the August results continued very similar to July. CTC had another month that was slightly better than budget. Community Programs also continues on track and is very close to budget.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

6. Statistical Reports.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to suspend the rules and take Items 6 a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

- a. **CTC Staff – Double Shifts Worked.**
- b. **Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.**
- c. **Child Protection – Child Abuse/Neglect Report.**
- d. **Monthly Contract Update.**

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve Items 6 a-d. Vote taken.
MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to return to the budget portion of the meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

At this time the Committee returned to Budget Item 4.

7. Request for New Non-Continuous and Contract Providers and New Provider Contract.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

8. Audit of bills.

No action taken.

9. Such other matters as authorized by law.

A discussion was held regarding the next meeting date and November 16 was selected. The December meeting will be held right before the County Board meeting on Dec 21st at 6:00 pm if needed.

10. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to adjourn at 7:48 p.m. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

JULY 14, 2016

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Pat Hickey, Pat Finder-Stone, Larry Epstein, Bev Bartlett

ABSENT: Jessica Nell, Melanie Maczka, Corrie Campbell, Lori Rasmussen, Lisa Van Donsel

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Diana Brown, Denise Misovec, Supervisor Evans

The meeting was called to order by Chairperson Rucker at 8:40 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA:

Ms. Relich/Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF May 26, 2016:

Ms. Finder-Stone/Ms. Hickey moved to approve the minutes of the regular meeting of May 26, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF MAY, 2016 FINANCE REPORT:

Ms. Bowers reviewed the May 2016 Finance Summary.

Ms. Relich/Mr. Epstein moved to approve the May 2016 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers announced the ADRC received restricted donations totaling \$17,000 in May. One donation for \$2000 is from Asera Care for Share the Care event and one for \$15,000 from Modern Business Machines for the award of the Office Makeover contest. These monies will be applied to the 2017 Budget for equipment lease expenses.

Ms. Bartlett/Ms. Hickey moved to approve the restricted donations for May 2016. **MOTION CARRIED.**

BUDGET REVIEW AND APPROVAL 2017:

Ms. Christianson explained that annually ADRC Staff perform a SWOT Analysis and referenced to the PowerPoint handout showing the top 7 future initiatives staff were directed to focus for their discussion. The topics were chosen by Ms. Christianson related to state, federal and local policy changes and strategic plans being presented to ADRC's. :

- Public Health
- Behavior Health
- Family Care 2.0 (discussion happened prior to announcement that initiative is on hold)
- OAA/ADRC Integration
- Business Acumen
- Modernization Part 2
- Dementia Capable

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During the SWOT exercise, the ADRC staffs were broken out by each different area of concentration. Ms. Christianson referred to the SWOT handout and highlighted the strengths and weaknesses identified by staff for each focus area. Discussion ensued regarding each topic. Ms. Christianson welcomed additional comments of board members either at the meeting or individually if they had other suggestions that should be included. The board requested that all potential community partners be included in initiatives, and that older persons in poverty, who are the focus of the Older American's Act, are strongly considered in any new initiative.

Ms. Christianson then referred to highlighted items on the 2017 Preliminary Budget:

- Since the Executive & Finance committee meeting June 30, 2016, a few updates were made to the budget that shows the 2017 budget is now balanced. Ms. Christianson highlighted the updates that included an update for technology charge backs, an increase for the equipment budget that previously was zero, an increase in rent for Denmark location, per their request, and an update for the average meal donation to \$1.85.
 - The move to a 3 year vesting cycle for new employee's pension plan will provide savings over several years, but will not create immediate savings. This strategy has been recommended to encourage longevity.
 - 1% cost of living increase for staff is included
 - Increased loan closet contribution goal to \$13000.00 for 2017, due to its success in 2016.
- Requested position changes following announced retirements, allowed for some reorganization and new positions that will create more efficiency and cost savings. Curative's day care contract has no increase, only a modest increase in the nutrition program position. Curative has worked hard to offset increased expenses in the nutrition program as day care certification requires a meal be to part of the service.
- The ADRC asked that all contracts remain flat as possible
- Modest increase to programming charges for AddLife activities to help offset costs.
 - Some of the increase in costs reflected in the budget are the cost of doing business: copies, rental fees, technology fees

Potential risks to the budget:

- Potential loss the Dementia Care Specialist position that would impact progress made on this impactful initiative but also represent a substantial loss in revenue above and beyond the position expenses.
- Funding cuts to Senior Community Service Program in 2017. ADRC currently has approximately 13 staff participating. The ADRC could not provide the level of services, maintenance, nutrition and programming support without these positions.

Ms. Brown shared that Curative Connections plans on raising rates and will ask family care organizations for an increase for meals to address their budget deficit.

Ms. Christianson explained the budget approval timeline within the Brown County process. She requested some flexibility in using net assets should the County Executives budget require a quick turnaround to balance the budget in early September. The ADRC is unsure what that final budget will be and are required to resubmit a final budget within 24-48 hours after its release. There would not be time for an ADRC board meeting to readjust. Should this occur, the Board would be informed of the decisions made.

Ms. Relich/Ms. Robinson moved to approve 2017 draft budget as submitted. **MOTION CARRIED.**

Ms. Relich/Mr. Epstein moved to approve ADRC staff to adjust 2017 budget based on the County Executive's revised recommendations without further board involvement using Net Assets of up to \$15,000. **MOTION CARRIED.**

POSITION CHANGES:

Ms. Christianson highlighted the position changes that were presented and approved by the Executive and Finance Committee meeting on June 30, 2016:

- Remove:
 - Nutrition Outreach position
 - I&A Team Lead position
 - Dietician
 - HDM Assistant
- Add
 - HDM Program Assistant
 - Nutrition/Volunteer Program Assistant
 - I&A Functional Screen/Options Counseling position
 - I&A Assistant Coordinator position

Mr. Epstein/Ms. Hickey moved to approve all position changes as presented. **MOTION CARRIED.**

NEW BOARD MEMBERS:

Ms. Christianson referred to the handout with a list of potential candidates to join the ADRC Board of Directors. Four candidates were approved by the Executive and Finance Committee on June 30, 2016. Ms. Christianson highlighted each candidate and the consumer group each would represent:

- Mary Johnson - Older Adults
- Linda Mamrosh –Physical Disabilities
- Debbie Lundberg - -Older Adult
- Mary Derginer – Developmental Disabilities

Ms. Finder-Stone/Ms. Robinson moved to approve all four 2017 ADRC Board of Directors candidates. **MOTION CARRIED.**

RETIREMENT OPTIONS:

Ms. Christianson referred to the handout from Mutual of America and highlighted the additional options for the ADRC employee 403B retirement plan that were presented to the Executive and Finance Committee on June 30, 2017.

Ms. Finder-Stone/Ms. Bartlett moved to approve to a 3 year vesting schedule and automatic enrollment of 1% of pay in retirement fund for new ADRC employees. **MOTION CARRIED.**

DIRECTORS REPORT:

A. UPDATE ON GROUNDED CAFÉ':

Ms. Christianson shared that staff has been working diligently to put a plan together for the Grounded Café'. There have been meetings with coffee shops etc. The challenge is the café' would be a shared kitchen with the government meal program. Ms. Christianson shared that the ADRC has had an inspection and has received a license from the health department for our kitchen. The target for opening the café is sometime this fall. Ms. Christianson said that we will start out simply with coffee and pastries and open with just morning hours.

B. Poverty Simulation:

Ms. Christianson explained ADRC Staff will be participating in a poverty simulation during the staff meeting on August 9, from 1:00PM to 4:30 PM. Ms. Christianson invited members of the board to the simulation as a volunteer to administer the simulation or to participate along with staff.

C. Board Picture:

The ADRC Board of Directors picture will be taken at a later date.

LEGISLATIVE UPDATES:

ANNOUNCEMENTS:

NEXT MEETING – The next meeting will be August 25th, 2016 at 8:30 a.m. at the De Pere Community Center, 600 Grant St, Oak Room, Upper Level.

ADJOURN:

Ms. Finder-Stone/Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 10:10 a.m.

Respectfully submitted,

Kristin Willems,
Administrative Specialist

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

AUGUST 25, 2016

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Pat Finder-Stone, Larry Epstein, Corrie Campbell, Jessica Nell, Melanie Maczka, Bev Bartlett, Pat Hickey

EXCUSED: Lisa Van Donsel, Lori Rasmussen

ABSENT:

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Jeremy Slusarek, Stephanie Thomson-Hughes, Diana Brown, Tina Whetung, Robin Cannedy,

The meeting was called to order by Chairperson Rucker at 8:36 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA:

Mr. Epstein/Ms. Finder-Stone moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF JULY 14, 2016:

Ms. Finder-Stone/Ms. Hickey moved to approve the minutes of the regular meeting of July 14, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF JUNE, 2016 FINANCE REPORT:

Ms. Bowers reviewed the June 2016 Finance Report.

Ms. Relich/Ms. Bartlett moved to approve the June 2016 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers shared that in June 2016, the ADRC received a restricted donation of \$500.00 from Mayor Schmitt to be used for Caregiver Support.

Ms. Hickey/Ms. Maczka moved to approve the restricted donations for June 2016. **MOTION CARRIED.**

REVIEW AND APPROVAL OF 2015 AUDIT:

Ms. Bowers gave an overview of the 2015 Audit by Schenck and highlighted the 2015 Statement of Financial Position.

Ms. Bowers also reviewed the 2015 Statement of Cash Flows stating the ADRC's cash standing is positive and noted the decrease in net assets was due to depreciation.

Ms. Bowers then referred to the 2015 Statement of Activity which compares the budget to actual activity. The summarized result: more revenue and more expense in 2015.

Ms. Bowers referred to the 2015 Auditors letter to the ADRC Board of Directors and summarized the audit. Each year the Auditors focus on an specific area of function, control, and process. This year they focused particularly on internal controls and Medicaid. The auditors indicated they did not identify any deficiencies in internal control that they consider to be material weaknesses.

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Ms. Bowers referred to the 2015 Management Representation Letter and highlighted three comments to include suggestions for changes in process for 1) unclaimed property, 2) a recommendation to have monthly bank reconciliations by the Director and Accountant and 3) a ledger account applied on every invoice. Ms. Bowers indicated the immediate adjustments made to process based off the audit recommendations and is planning an in depth review of Policy and Procedures to determine what additional changes should be made.

The Board commended Ms. Bowers on a successful audit.

Ms. Relich/Mr. Epstein moved to approve the 2015 Audited Net Asset Report and form 990. **MOTION CARRIED.**

STAFF REPORT ADDLIFE PROGRAM REPORT:

Mr. Slusarek introduced himself and added he has been with the ADRC for more than 18 years. He has been in his current position of AddLife Program Coordinator for the past 1.5 years. Mr. Slusarek highlighted the many categories of programs that are offered at the ADRC and the Pulaski and Denmark outreach locations, adding that many ideas and suggestions for programs come from consumers themselves. He also acknowledged the dedicated volunteers without whom the events that are offered would not be possible. He highlighted some very successful, larger events within the past year, including musical performances by Copper Box, Athas, Matt Bednarsky and Daddy D Productions. Mr. Slusarek also shared a focus on more intergenerational programming and is working often with staff and students from the YWCA, Aldo Leopold School, and UWGB. Mr. Slusarek shared one of the most rewarding and humbling programs was the cookie decorating event last December where 10,000 cookies were decorated with over 250 volunteers of all ages and backgrounds coming to participate. The cookies were donated to shelters and pantries in the area for those in need. Mr. Slusarek also communicated that with the increase in programs, the decision has been made to reduce weekly Friday Bingo to bi-weekly and keeping weekly Monday Bingo as scheduled.

Mr. Slusarek shared additional updates about the Denmark and Pulaski outreach locations.

Mr. Slusarek also shared that about 1 year ago he took additional responsibility for the ADRC Support Team. He acknowledged the team's talent and teaming culture and highlighted accomplishments within the past few months from each member of the team.

Mr. Slusarek then introduced Ms. Thomson-Hughes who is an Office Assistant with the ADRC and is responsible for creating the AddLife Newsletter each month.

Ms. Thomson-Hughes referred to a PowerPoint handout and shared the newsletter's 40 year history and changes throughout the years. Ms. Thomson-Hughes shared the process for putting together the newsletter every month as well pointing out the increase in distribution from 2015 to present. She also shared some of the positive feedback she has received for her efforts.

The Board thanked Ms. Thomson-Hughes for her outstanding contribution to the agency each month.

CURATIVE CONNECTIONS-AGENCY AND TRANSPORTATION UPDATE:

Ms. Brown and Ms. Whetung from Curative Connections gave an update on the Specialized Transportation Program.

Ms. Brown referred to a handout and discussed the background of the program and the transition from Red Cross to Curative Connections. Ms. Brown discussed the increase in riders and rides, the fleet of vehicles and increase in dollars collected from 2015 to 2016. She also highlighted the 85 volunteers that are essential to the success of the program. Ms. Brown introduced Robin Cannedy to the Board. Ms. Cannedy started with Curative Connections in June and will be recruiting volunteers for the

transportation program. Discussion ensued regarding the connection/relationships of the riders and the volunteer drivers and the training they receive.

Ms. Whetung shared how the program works including the transportation hours, advanced scheduling guidelines for medical/employment/nutritional and social trips.

Ms. Brown added that they do have limited ability to waive fees for riders that can demonstrate to Curative they do not have resources to pay for the ride.

Ms. Brown highlighted results from a satisfaction survey that was sent in July.

Ms. Brown referred to the service area and referred to Transportation Service Area map to show the current service area. Ms. Christianson explained that the final draft of the rural transportation study will be presented in September and will outline "hot spots" of need for transportation in rural areas. More detail will be coming next month with potential recommendations to expand the service area. Ms. Christianson added that beginning in January 2017, Curative Connections will begin to manage all transportation requests from Pulaski and Denmark which are currently being managed by ADRC employees. Planning for this transition is currently underway.

Discussion ensued regarding the volunteers, their recruitment, how important this program is to this community and how unique it is. Additional discussion and ideas were discussed to find ways to highlight this program's success with the city, county and community.

RETIREMENT PLAN AMENDMENT RESOLUTION:

Ms. Christianson referred to the Amendment Resolution to the ADRC retirement plan. Effective September 1, 2016, all new ADRC employees will be auto-enrolled into the retirement program with a 1% contribution of their salary to the plan. Employees will have the option to opt-out. Also, effective on September 1, 2016 all new ADRC employees will have a 3 year vesting schedule for the 8% ADRC contribution to employees retirement account. Employees will be 33% vested after one year, 66% after 2 years and 100% after 3 years.

Supervisor Campbell/Ms. Robinson moved to approve the amendment resolution to the ADRC Employee retirement plan. **MOTION CARRIED**

DIRECTORS REPORT:

A. FINAL 211 REPORT- NEW LOOK:

Ms. Christianson referred to the handout of the final version of the updated 211 report, highlighting the top reasons people call 211, the ADRC and the Crisis Center. The report highlight call volume, populations served, referrals given and unmet needs.. Ms. Christianson pointed out that the report shows there is a service gap with transportation. Ms. Christianson also highlighted the growth in the number of contacts the ADRC receives via 211.

B. BUDGET MEETING-COUNTY EXECUTIVE:

Ms. Christianson referred to the handout highlighting the 3-5 Year Long View initiatives handout and communicated that she and Mr. Rucker, met with County Executive Streckenbach, and others to review the 2017 ADRC proposed budget. Because a balanced 2017 ADRC budget was submitted to the County Executive there was not much financial discussion. Mr. Streckenbach shared that he recently discovered that the county currently will have a budget deficit and is looking for ways to find additional resources to offset this. Ms. Christianson shared that based on assurance from Mr. Streckenbach that she does not anticipate a reduction in county levy dollars for 2017. Ms. Christianson also shared with Mr. Streckenbach potential financial challenges that may be realized in 2017 that have not been built into the 2017 ADRC budget. These challenges include 1) the reallocation of Older Americans Act dollars may potentially decrease these funds in 2017. 2) Proposed changes to MA Claiming process may

not capture revenue that the ADRC currently realizes. 3) The loss of funding for the Dementia Care Specialist position and the loss of the additional revenue that the ADRC currently generates to fund other positions as well. This would represent \$131,000.00 loss to the agency. If this happens the ADRC cannot absorb the loss into the 2017 budget.

Discussion ensued regarding ideas and challenges with the direction given to the ADRC to raise funds through business acumen and sales and also balancing possible perception of conflicts of interest and additionally for being restricted for fund raising and lobbying because the ADRC receives federal dollars.

C. 3-5 YEAR STRATEGIC OBJECTIVES:

Ms. Christianson communicated that she shared the 3-5 year long view initiatives with the County Executive and underscored that these initiatives are consistent with the ADRC staff updates that are presented at the ADRC Board of Directors meetings each month. These topics include health and wellness, socialization, prevention, information and assistance and options counseling. Ms. Christianson communicated how special the ADRC Board of Directors is and that Brown County recognizes that the board has the ability to make decisions and how unique and valuable that is.

FAMILY CARE UPDATE:

2017 and into 2018 will be completely covered by family care and changes will happen, but later than initially anticipated.

LEGISLATIVE UPDATES: NONE

ANNOUNCEMENTS: NONE

NEXT MEETING – The next meeting will be September 22nd, 2016 at 8:30 a.m. at Curative Connections-2900 Curry Ln. Green Bay, WI 54311.

ADJOURN:

Supervisor Campbell/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.**
The meeting adjourned at 10:58 a.m.

Respectfully submitted,

Kristin Willems, Administrative Specialist

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING **February 25, 2016**

PRESENT: Marvin Rucker, Barbara Robinson, Larry Epstein, Jessica Nell, Corrie Campbell, Lisa VanDonsel, Bev Bartlett

ALSO PRESENT: Devon Christianson, Christel Giesen, Kristin Willems, Debra Bowers, Tina Brunner, Shelly Staehler, Ashley Lecker, Tara Palmbach

EXCUSED: Pat Finder-Stone, Beth Relich, Melanie Macszka, Pat Hickey

The meeting was called to order by Chairperson Rucker at 8:36 A.M.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS.

ADOPTION OF THE AGENDA: Mr. Epstein / Sup. Campbell moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF January 28, 2016:

Sup. Campbell / Ms. VanDonsel moved to approve the minutes of the regular meeting of January 28, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF JANUARY 2016 FINANCE REPORT:

Ms. Bowers referred to the January 2016 Financial Highlights to demonstrate expenses and revenues for the month of January. Ms. Bowers pointed out the addition of the Charges and Fees on the document for the Loan Closet was added to the report for this year.

Ms. Robinson / Mr. Epstein moved to approve and place on file the January 2016 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

There were no restricted donations received in the month of January. Ms. Bowers did point out that the restricted donation dollars given by Triad for File for Life materials, from December 2015, were purchased in January 2016.

Ms. VanDonsel / Sup. Campbell moved to approve the Restricted Donations for January, 2016. **MOTION CARRIED.**

C. MA Claiming Form:

Ms. Bowers reviewed the MA Administrative Claiming Spreadsheet that staff is required to complete to account for each 15 minute segment of their work day. She showed the items and definitions that are used. Ms. Christianson explained since 2006 this has been required as a part of the ADRC contract with the State. By contract, we are required to capture 28% of our ADRC funding through Medicaid related programs. If done consistently and correctly, additional Medicaid dollars are drawn down to support staff and services. Discussion ensued. Ms. Bowers added that just over 3 million dollars were generated from Medicaid in 2015.

STAFF REPORT: TINA BRUNNER – BENEFIT SPECIALIST DEPARTMENT

Ms. Brunner provided a folder of handouts from the group and gave an overview of the Benefit Specialist team to include their overall program responsibilities, respective roles, and goals of the EBS (Elder Benefit Specialist) and the DBS (Disability Benefit Specialist). Each program is supported by different program attorneys: DBS through Disability Rights Wisconsin, EBS through GWAAR. Benefit Specialists are “Red Tape Cutters” and help consumers navigate complex money matters and public benefit programs. They provide information, resource connections and advocate for consumers who need help through the application and appeal process. Ms. Brunner shared that her team has moved to a call center model for responding to consumer contacts. This model has greatly increased access to the Benefit Unit. In 2015, 71% of the time a consumer was able to reach a live person upon initial contact. Shelly Staehler shared information about the DBS program and customer stories that illustrate the types of help the DBS’s provide such as educating consumers on how to apply for Social Security and/or advocating on their behalf after receiving a denial of benefits. Sup. Campbell inquired as to how these consumers know to come to the ADRC? Ms. Staehler stated referrals come from community partners (i.e. Economic Support and Social Security office) and word of mouth primarily. Ashley Lecker shared information about the EBS program and customer stories that illustrate the types of help the EBS’s to include providing assistance to consumers 60 and older with retirement benefits and questions in regard to Medicare and Medicaid. Tara Palmbach, MIPPA Project Assistant, shared an overview of Medicare Minutes and demonstrated how they are presented. ABC&Ds of Medicare and the Medicare Minutes are conducted in many locations in the community. Multiple comments from board members were shared to express their gratitude for our Benefit Team and their expertise. Mr. Rucker suggested that Ms. Brunner come back to another meeting for a Q & A.

DIRECTOR’S REPORT:

A. AGING PLAN ANNUAL SELF-ASSESSMENT:

The ADRC is required to create a 3 year Aging Plan on a regular cycle. We are currently in the first year of the 2016-2018 plan. Ms. Christianson shared that, in addition, we must do a self-assessment each year to mark our progress on the goals from the previous year. The 2015 self-assessment was included in the ADRC Board packet for review. The assessment reflects the work of 2015 and the completion of all of our goals from 2012-2015 3 Year Aging Plan. The assessment updates were included in a blue font and demonstrate that all goals were accomplished with the only exception being the Time Banking Project. This project was abandoned community wide as the partnerships and community commitments were not present. Mr. Rucker stated that the board member identification was incorrect that the only Brown County elected official is Supping Campbell. Ms. Christianson agreed to make the changes.

Sup. Campbell / Mr. Epstein moved to approve and accept the Annual Self-Assessment of the 2012-2015 Aging Plan. **MOTION CARRIED.**

B. POLICY REVIEW: COMPUTER USE BY ADRC CUSTOMERS

Ms. Christianson presented the draft *Computer Use by ADRC Customers* policy for review and approval. The ADRC has public computers, has had some very limited concern with their use, and wanted to be proactive in creating a policy to address potential problems. This policy was created following research and review of other Brown County policies such as the Library.

Ms. VanDonsel / Bev Bartlett moved to approve and accept the Computer Use Policy. **MOTION CARRIED.**

C. GOALS AND OBJECTIVES: COMMITTEES

Ms. Christianson reviewed the ADRC Committee and Taskforce document for 2016. Ms. Christianson shared that we are a team based organization that gets our work done by teams within the organization. It is very important to the ADRC that staff members have genuine input to the strategic direction of the agency. The ADRC values employee, consumer and board member participation on the goals and objectives for each year. Ms. Christianson invited all

Board members to review the committees and reach out to the committee chair if they would like to be a part of a committee. This year each committee is also presenting at staff meetings to keep the agency updated on their particular goals and focus.

D. DIETICIAN COLLABORATION CONTRACT:

Ms. Christianson explained that we had a retirement of our current part time Dietician and we are required to provide 8 hours of this service according to our contract with GWAAR. This was an opportunity to collaborate with other County departments. Brown County Human Services Community Treatment Center has dieticians on staff and was very open to a partnership. Our goal will be to increase our nutrition information at local meal sites and community locations.

Sup. Campbell / Ms. Nell moved to approve and accept the *Dietician Collaboration Contract*.

MOTION CARRIED.

FAMILY CARE UPDATE:

We have not received new organizational structure for Family Care 2.0. The public hearings have been announced for early March. We have not yet seen the full report about Family Care 2.0. TMG the management group that runs the IRIS program has been bought out by Magellan Health. Ms. Christianson and others are meeting with Magellan next week. Ms. Christianson will share documentation when she receives it.

LEGISLATIVE UPDATES:

ANNOUNCEMENTS:

Ms. Christianson announced that Ramon Fierros has made a difficult decision to resign from the board. Ms. Christianson asked if anyone knows of an older adult who would like to join the board to please let her know.

Ms. Nell shared that she has been selected to speak at the Women's Health Organization (WHO) summit next month in Milwaukee.

NEXT MEETING: The next meeting will be March 24, 2016 at 8:30 a.m. in Denmark. If anyone has any transportation needs please let Ms. Christianson know.

The decision was made to postpone the board picture scheduled for March.

ADJOURN: Ms. Robinson / Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:30 A.M.

Respectfully submitted,

Kristin Willems, Administrative Specialist

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD
MEETING

April 28, 2016

PRESENT: Marvin Rucker, Pat Hickey, Jessica Nell, Lisa Van Donsel, Corrie Campbell, Pat Finder-Stone, Beth Relich, Barbara Robinson, Bev Bartlett, Larry Epstein, Lori Rasmussen

EXCUSED: Melanie Maczka

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Mary Schlautman, Holly Lorenz, Maria Corpus, Kitty Kaari, Larry Puzen

The meeting was called to order by Chairperson, Rucker at 8:39 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ADOPTIONS OF AGENDA: Ms. Finder-Stone / Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF February 25, 2016:

Mr. Epstein / Ms. Van Donsel moved to approve the minutes of February 25, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: Mr. Puzen, the Chairman of the Pulaski Housing Authority and Pulaski Commission on Aging, mentioned the current poor state of the parking lot at the Senior Center in Pulaski. Mr. Puzen would like to solicit companies to complete the repairs. Mr. Puzen asked to use the ADRC and its non-profit 501c3 status in order to collect contributions for repairs that would be tax deductible for donors. Ms. Bowers pointed out that there would be legal and contract ramifications surrounding fund raising as funds would need to be directed to the ADRC and would need to be dispersed by the ADRC. Ms. Christianson commented that this will involve much more conversation and voiced her wish to be able to collaborate. As a non-profit the ADRC does have restrictions on fund raising activities and staff time that would be used to support those efforts. We would have several legal matters to clarify prior to agreeing to this relationship. The ADRC rents the space at the current location that is owned by the Housing Authority. As a renter, we would not invest in capital improvements of another entity. Mr. Puzen stated his intention was not to fund raise but to directly ask companies to complete the work. Mr. Rucker explained this project would need to go directly through the ADRC and the options would need investigation before a project like this could move forward.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT – MARCH 2016:

Ms. Bowers referred to the 2016 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of March. Ms. Bowers reviewed In-Kind donations and total first quarter In-Kind dollars.

Ms. Relich / Ms. Van Donsel moved to approve the Finance Report – March 2015. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

There were no restricted donations for the month of March. Ms. Bowers shared that the ADRC paid two expenses out of the ADRC restricted donations.

Ms. Relich / Ms. Bartlett moved to approve the Restricted Donation Report. **MOTION CARRIED.**

EXECUTIVE AND FINANCE COMMITTEE REPORT MEETING APRIL 1, 2016:

A. COMMITTEE REPORT AND RECOMMENDATIONS OF PRELIMINARY NET ASSET REPORT AND APPROVAL:

- Ms. Christianson referred to three handouts with information regarding the Net Asset Report. Ms. Christianson explained the need for an Executive and Finance Committee Meeting on 4-1-2016 due to the cancellation of the March board meeting and the 2015 audit on April 6, 2016. Ms. Christianson explained that for the first time in a few years, the ADRC is starting the year with a deficit. Ms. Christianson pointed to the past year's challenges including family care, and unanticipated staff turn-over. Ms. Christianson reviewed the Net Asset report and a narrative document that she created to explain in laymen's terms the Net Asset Report. Ms. Christianson then reviewed with the full board each of categories of net asset funds within the report, how the funds are designated and the policy that impacts these funds. Ms. Christianson shared the total deficit amount and then shared the recommendation from the Executive and Finance Committee Meeting to pull funds from the Unrestricted: Assigned category of funds. This recommendation was outlined in a Board handout that included four options to assist the Board with their final decision. These options are to either reduce Unrestricted: Committed Funds that were previously committed by the ADRC to assure facility maintenance; reduce emergency funds within the Unrestricted: Assigned Funds; reduce the Unrestricted: Unassigned Funds set by policy for working capital; or reduction of programs/services. Some of the overall deficit is experienced due to the Classification and Compensation implementation that happened late in 2015 after the 2016 budget was passed and the notification of the increase in 85.21 funds that require additional match. Ms. Christianson explained that there are strategies that the ADRC can use to reduce those deficits in 2016 so the need to use Emergency Funds may be less than anticipated. Supervisor Campbell asked why the committee did not choose to reduce Unrestricted: Committed funds. Discussion ensued. Supervisor Campbell shared again her concern to pull from the emergency fund instead of reducing dollars committed for building repair and maintenance. Mr. Rucker shared that the committee felt this situation was a one-time situation and that because the emergency fund is unrestricted it would be easiest to move assets from this funding account and also to add funds back to it if we do not realize the entire deficit at the end of 2016. Supervisor Campbell feels that assets should be first taken from option one and reduce the unrestricted committed funds before taking from the emergency fund.

Larry Epstein / Pat Finder-Stone moved to accept recommendations of the Executive & Finance Committee. Supervisor Campbell did not agree. Following discussion a vote was taken:

Ayes: Rucker, Hickey, Nell, Van Donsel, Finder-Stone, Relich, Robinson, Bartlett, Epstein, Rasmussen

Nays: Campbell

Excused: Maczka

| | | | | | |
|-------------|----|-------------|---|----------------|---|
| Total Ayes: | 10 | Total Nays: | 1 | Total Excused: | 1 |
|-------------|----|-------------|---|----------------|---|

MOTION CARRIED.

NOMINATIONS AND HR COMMITTEE MEETING APRIL 14, 2016:

A. COMMITTEE REPORT AND RECOMMENDATIONS:

- Mr. Rucker reviewed the content of the Nominations & HR Committee meeting regarding the need to replace board members and officers in 2017. Mr. Rucker discussed a concern that was shared at the committee meeting about the possible lack of male board members. Discussion ensued. Ms. Christianson explained the open categories for each chair and that Ms. Christianson will collect all the applications and will forward the applications to the committee members when she has them. Ms. Christianson welcomed Maria Corpus to the meeting as a potential board member to replace Mr. Fierros's seat. Ms. Christianson reported that Ms. Finder-Stone stepped forward and was approved by the committee to participate as a member of the Nominations and Human Resource Committee. Ms. Christianson also highlighted the committee's approval of two organizational chart changes. Ms. Robinson requested, for future board member vacancies, the ADRC begin by posting an article in the AddLife newsletter, when looking for persons interested in becoming an ADRC Board of Directors member.

Mr. Epstein / Ms. Van Donsel moved to accept recommendations of the Nominations and HR Committee. **MOTION CARRIED.**

STAFF REPORT: I&A UNIT AND IN-HOME WORKER PROGRAM:

- Mary Schlautman referred to a handout and provided an overview of Information & Assistance intake calls to the agency and Nursing Home Relocation Referrals. Ms. Schlautman discussed the wait list numbers and the expectation to remove approximately 20 people off of the waitlist every month. Ms. Campbell inquired if this information is shared with Human Services Committee and full County Board and said it would be a good idea to do so. Ms. Schlautman also highlighted that they are enrolling approximately 37 consumers into Family Care per month. Supervisor Campbell explained it would be helpful to begin to communicate the numbers of the people coming off the wait list each month to the County Board. Supervisor Campbell also explained the importance of sharing some success stories of the individuals helped by the ADRC and Family Care. Questions and discussion ensued regarding the wait list. Ms. Schlautman then reviewed the hand out regarding the wait list statistics.
- Holly Lorenz has been the In-Home Worker coordinator for the past 10 years. Ms. Lorenz shared a success story of a situation where she was able to connect a family with a caregiver that kept the family member in his home and the impact it had. Ms. Lorenz shared with the board her role and how it assists people in staying in their home longer. Ms. Lorenz also mentioned the In-Home Worker program is often the entry point of consumers to the ADRC and its role in helping customers access other services. Ms. Robinson commented that this program is very unique and is only here in Brown County. Mr. Rucker and Mr. Epstein, both see the value of the program, did mention potential liability risk to the ADRC. Ms. Christianson responded that Corporation Counsel has reviewed the program multiple times in our history and we have been advised that this is a "matching" program, not an employment program, that our risk is very low. This program fills a gap in the community, works not to duplicate other services, and is a gateway program for the ADRC. Ms. Christianson and the board thanked Ms. Schlautman and Ms. Lorenz for their work.

DIRECTORS REPORT:

A. POLICY REVIEW-MONETARY RECEIPTS, DISBURSEMENTS AND DEPOSITS, PETTY CASH FUND POLICY:

- Ms. Christianson explained these policies have been reviewed by the Brown County auditor and reflect the current practice of handling petty cash and monetary receipts, disbursements and deposits. This policy was updated to reflect the ADRC's practice of accepting credit card

payment electronically. Ms. Christianson shared that there will be more requirements for documentation of financial policies and they will be brought to the board for approval as they are written.

Sup. Campbell / Ms. Rasmussen moved to approve Monetary Receipts, Disbursements and Deposits and Petty Cash Fund Policy. **MOTION CARRIED.**

Mr. Epstein asked that the date on the policy should include the date and month of approval of the policy rather than just the month.

Sup. Campbell / Ms. Rasmussen moved to approve an amended Monetary Receipts, Disbursements and Deposits and Petty Cash Fund Policy to include the approval date and month. **MOTION CARRIED.**

B. OLDER AMERICANS ACT REAUTHORIZATION:

- Ms. Christianson shared good news. The Older American's Act was re-authorized again on April 19, 2016.

C. OLDER AMERICAN'S MONTH AND ADRC MONTH:

- Ms. Christianson communicated the governor has also proclaimed that the month of May is ADRC month. This is highlighted in the May addition of the AddLife Newsletter.

LEGISLATIVE UPDATES:

ANNOUNCEMENTS:

- Supervisor Campbell shared that Brown County is facilitating a new T.V. channel in the lower tier on Time Warner that will also run parallel with other social media outlets. The County can program the channel 24/7 and Sup. Campbell suggested sharing ADRC information and events on the channel. Ms. Christianson said she has been approached and we have begun to send materials to the contact at the County. .
- Ms. Christianson reminded the board about the email sent by Ms. Willems to the board offering to join one of two conference calls to provide input regarding the responsibilities of the ADRC Governing Boards. The findings report from this input will be sent to the Joint Finance Committee. Ms. Christianson also reminded the board that she had also shared some talking points to assist the board and is available for any additional help or discussion if it would be helpful. Ms. Christianson also stressed this opportunity for stressing the boards roll in advocacy for our consumers and this is an opportunity to share how much this board matters to the community. Ms. Finder-Stone commented on the importance of getting in touch with one's Representatives whenever there is the opportunity.
- Ms. Finder-Stone shared that she has been appointed by Governor Walker to the Selective Service Board in Madison.

NEXT MEETING – May 26, 2016 at the Aging & Disability Resource Center.

ADJOURN:

Ms. Relich / Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:50 a.m.

Respectfully Submitted,
Kristin Willems, Administrative Specialist

1b

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
May 26, 2016**

PRESENT: Marvin Rucker, Jessica Nell, Lisa Van Donsel, Corrie Campbell, Beth Relich, Larry Epstein, Pat Hickey, Lori Rasmussen, Patricia Finder-Stone, Melanie Maczka

EXCUSED: Barbara Robinson

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Nicolette Miller, Mauree Childress, Diana Brown, Linda Mamrosh, Michelle Peterson, Diana Aguilar, Sherry Piatti, Mary Jo Williams,

The meeting was called to order by Chairperson, Rucker at 8:35 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

Four new ADRC colleagues were introduced to the board as well as Linda Mamrosh, a prospective ADRC Board of Directors member.

ADOPTIONS OF AGENDA: Mr. Epstein / Lisa Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF April 28, 2016:

Ms. Bartlett / Ms. Relich moved to approve the minutes of April 28, 2016 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT – April 2016:

Ms. Bowers referred to the 2016 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of April. Supervisor Campbell asked for clarification on the process for requesting a donation when consumers borrow from the Loan Closet. Ms. Willems explained the process and added that consumers have been happy to make the contribution and very few request for refunds have been submitted. If any person is unable to afford the \$10 contribution, I & A staff are able to meet with the individual, waive the fee and explore other financial needs the person may have.

Ms. Relich / Ms. Van Donsel moved to approve the Finance Report – April 2016. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers communicated that there was one restricted donation in April for \$2000.00 from AseraCare Hospice for the Community Memorial Service. Doves are released to honor and remember loved ones that have died. The event will happen this year on June 14th, 2016. All are welcome.

Supervisor Campbell / Mr. Epstein moved to approve the Restricted Donation Report. **MOTION CARRIED.**

MAUREE CHILDRESS-DISABILITY ADVOCATE:

Ms. Childress is the Volunteer Inclusivity Speaker & Advocate with the CP Center. Ms. Childress shared her story of how she suddenly became a person with a disability and noticed how people treated her differently. Ms. Childress shared examples of inexpensive changes that business can make in order to make a big difference to people with disabilities. Suggestions such as curb cuts, bathroom door hinges and electronic door openers were shared. Ms. Childress also stressed the power of language and provided a handout with sample words that contribute to negative stigma of being a person with a disability. Ms. Childress is also an artist and speaks publicly to various groups educating them on disability etiquette.

STAFF REPORT: DEMENTIA CARE SPECIALIST- NICOLETTE MILLER:

Nicolette Miller has had the role of Dementia Care Specialist for the ADRC of Brown County for 2 years. Ms. Miller explained Part of her role includes creating a dementia capable ADRC, which means that all ADRC staff has an understanding of dementia and can meet the needs of consumers that are affected by it. Ms. Miller does this by providing annual staff training and provides training to new staff in their orientation. Ms. Miller also facilitates memory screening for consumers at the ADRC and partners with the Alzheimer's Association at various events with the community to provide educational programs on the 10 warning signs of dementia and memory screens. Ms. Miller explained another function of her position is to provide support to individuals with families. There are 2 core programs that she administers: Memory Care Connection and LEEPS Memory Care Connections is an intensive support program for caregivers involving many family meetings, consultation and action plans that last several months. Ms. Miller shared a success story of how she was able to improve a couple's quality of life with the program. Ms. Miller also manages the LEEPS program (Language, Enriched, Exercise, Plus Socialization) where volunteers are paired with a person with dementia. They meet 2 days a week for 3 months. One day is focused on exercise and the other day is a fun, social activity. Ms. Miller also provides consultations to staff and other organizations to assist them in providing services to consumers. Ms. Miller shared a story of how she was able to assist a home care agency that reached out to her for ideas.

Ms. Christianson spoke about the Dementia Friendly Community Charter. Their mission is to develop partnerships to raise awareness, educate and engage all to create a dementia friendly community that enhances everyone's quality of life. This coalition began its work with a small group of committed professionals. As a group, they brainstormed "what brown county has, what brown county needs, and what brown county could do". This coalition worked together to create a vision statement, overall coalition goals and subcommittees to accomplish the work. Ms. Christianson referred to the hand out and covered the sub-committees and their focus, including Memory Cafés. Memory Cafes are a safe environment where persons with dementia and their family and caregivers can go to have fun. Ms. Miller shared that the Memory Cafes have been popular and attendance is increasing. Ms. Christianson then highlighted the Down Syndrome Sub-Committee and Ms. Miller talked about a survey that has been created to get input from families of people with down-syndrome to determine their needs. Ms. Bartlett commented that having Dr. Tracy Sherman as a member of the committee is very welcomed and needed. Ms. Christianson then talked about the Businesses of Brown County Certification program. Businesses can receive certification in a number of areas. If they become certified, they can be listed on the Brown County website. This will allow enhanced internet search-ability. Ms. Miller referred to the Purple Angel Dementia handout. She gave an overview of the training and certification process for businesses. There is one business that has been certified and several others that are interested. The

Purple Angel project and certification is time intensive, involves many volunteers and will only be effective with consistent follow up and support to the businesses that get certified.

Supervisor Campbell suggested that the county should also offer a disability certification. She believes that businesses would be very interested in this. Ms. Christianson agrees that this is a good idea but explained that leaders would need to step up as they would be needed to dedicate their time to organize this under-taking. The success of the Purple Angel project is due to the ADRC having a specialized position that is dedicated to development, leadership and ongoing support. Without additional staff, another project could fall short. Supervisor Campbell inquired if the ADRC Board of Directors could recommend to the county board that they offer a disabled certification for businesses. Ms. Brown offered that Options for Independent Living already publishes a flyer on disability awareness and has been involved in similar projects in the past. She believes that Options for Independent Living should be included in any possible project development. Ms. Christianson agreed and added that she believes Options for Independent Living would most likely prefer to be the primary agency to facilitate a coalition to advocate for people with disabilities. Ms. Christianson also explained that a program would need to be developed, volunteers trained, and outcomes outlined prior to presenting to the County Executive. The Green Certification has struggled without staff support and we would want to be sure to have a viable project prior to requesting another certification option. Ms. Christianson offered that first we could begin by reaching out to potential partners to explore the possibilities.

Supervisor Campbell made a motion for the ADRC to explore with community partners the possibility of creating coalition of community partners to develop a disability certification program for businesses to present to the Brown County Executive.

Lisa Van Donsel seconded the motion.

Additional questions and discussion ensued. Ms. Christianson explained that having a dedicated staff person to work on the dementia friendly business certification has been critical to ensure that the program is successful. Unfortunately, the ADRC does not have a comparable position for people with disabilities. Because of this, the ADRC's role in this coalition would have to be as a partner, but cannot dedicate a staff person to lead this endeavor. Ms. Finder-Stone stressed that having people with disabilities active in this coalition would also be needed.

Mr. Rucker amended the earlier motion, recommending that a small group explore the options with community partners to develop a disability certification program for businesses to present to the Brown County Executive.

Lisa Van Donsel Seconded the motion. **MOTION CARRIED.**

DIRECTORS REPORT:

2-1-1/CRISIS CENTER/ADRC REPORT:

Ms. Christianson presented a collaborative report between Brown County United Way 2-1-1, Crisis Center, and the ADRC. This report is put together once a year to demonstrate the activity of the agencies, track data on callers and to make sure services are not being duplicated. Ms. Christianson referred to pg. 7 of the report to demonstrate the activity of 211, the crisis center and the ADRC. Ms. Christianson highlighted the top ten referrals and reasons for calls to each agency. Ms. Christianson referred to pg. 8 and discussed the top unmet needs from 2015. She also noted thanks to the family care

initiative, the wait list for long term care is no longer an unmet need as it has been in years past. Ms. Christianson explained how an unmet need is defined for the report.

STAFF SWOT ACTIVITY:

Ms. Christianson referred to the SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis that was completed by ADRC staff. Ms. Relich asked that this report be tabled for next meeting as time was running short and she feels it important for Ms. Christianson to go through the report. Ms. Christianson explained her concern is that June is the Executive and Finance Committee meeting to discuss the 2017 budget and the next full meeting isn't until July. Ms. Christianson requested that each board member review the SWOT analysis prior to the July meeting and to reach out to her with questions. Ms. Christianson can review this in the July meeting, but feels the board needs to be prepared with the content of this analysis as they will be asked to make budget decisions at this meeting and much of the reasons and for the proposed budget decisions stem from input from the SWOT analysis. Ms. Christianson also offered that all board members are welcome to attend the Executive meeting in June as well, where it will also be discussed.

Suggestions and discussion ensued regarding the number of agenda items and time set aside for presentations including the possibility of having a longer meeting or having board members read material at home. Assuring board members are able to return to work and that transportation services are met, timing the board meeting as close to the agenda's listed times is important.

UPCOMING TRAININGS ON 990 AND FINANCE 101:

Ms. Christianson explained that board members should understand the content of the 990 report and the ADRC wants to support them with education and discussion around this document (annual not for profit IRS report for 2015 financials). Ms. Christianson explained there is a 20 to 30 minute training that explains the report and that the board had previously decided to attend as a group. Ms. Christianson also added that annually, "Finance 101" training is offered to all board members. Ms. Christianson suggested that even though the full ADRC Board of Directors does not meeting in June, both training sessions could potentially be scheduled prior to the Executive & Finance Committee meeting on June 23rd and offered that she would also be able to cover the SWOT analysis at this time as well. Ms. Bowers also offered that there is a 990 training video that explains the report as well and sending to board members to view on their own would also be in compliance with board requirements. Mr. Rucker communicated that he feels this training is important and stressed that board members should try to attend the training in person if possible.

FAMILY CARE UPDATES:

Ms. Christianson explained there was an advocacy document sent electronically and is included in the board packet so that the board can view changes that the Long Term Care coalition would like to be considered around Family Care 2.0.

LEGISLATIVE UPDATES:

Ms. Christianson also said that discussion she is hearing is that Family Care 2.0 may potentially be delayed until 2018. Questions and discussion surrounding the waiver and Family Care 2.0 ensued.

ANNOUNCEMENTS:

NEXT MEETING – June 23, 2016 will be the Executive and Finance Committee Meeting, it is not required but everyone is invited. July 14, 2016 is the next full Board Meeting at NEW Curative.

ADJOURN: Ms. Nell / Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:54 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist

PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Thursday, October 13, 2016

Present: S. King, B. Clancy, J Mitchell, R. Osgood, L. Franke

Excused:

Also Present: B. Natelle,

1. Call to order: S.King called the meeting to order at 4:00 p.m.
2. Action Item: Approval of September 27, 2016 Board Minutes: R. Osgood moved to approve the minutes of the September 27, 2016. L Franke seconded the motion Motion carried.
3. Action Item: Approval of Agenda: B Clancy moved to approve the agenda as presented. S.King seconded the motion. Motion carried.
4. Approval: Board Policy 3.09 Leave of Absence (A)(B). R Osgood moved to approve Board Policy 3.09 Leave of Absence (A)(B). L. Franke seconded the motion. Motion carried.
5. Approval: Board Policy 6.07 Acceptance of Administration of Gifts: L. Franke moved to approve Board Policy 6.07 Acceptance of Administration of Gifts S. King seconded the motion. Motion carried.
6. Executive Session: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues. L. Franke moved to go into Executive Session as allowed by WI. Stats 19.85 (1) (c) (e) to discuss personnel issues. B. Clancy seconded the motion. Motion carried.
7. Adjournment: L. Franke moved to adjourn the meeting at 5:15 p.m. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Monday, October 24, 2016

Present: S. King, B. Clancy, J Mitchell, R. Osgood, L. Franke

Excused:

Also Present: BNatelle

1. Call to order: SKing called the meeting to order at 3:00 p.m.
2. Action Item: Approval of October 13, 2016 Board Minutes: B Osgood moved to approve the minutes of the October 13, 2016. L Franke seconded the motion Motion carried.
3. Action Item: Approval of Agenda: B Osgood moved to approve the agenda as presented with the deletion of the words "and Adjourn from Executive Session" J Mitchell seconded the motion. Motion carried.
4. Approval of resignation: R. Osgood moved to accept the resignations from JScheubring and BNatelle. JMitchelle seconded the motion. The \$1,000 penalty of a late resignation was waived for JScheubring. Motion carried.
5. Executive Session and Adjournment: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues BClancy moved to go into Executive Session as allowed by WI. Stats 19.85 (1) (c) (e) to discuss personnel issues and Adjourn from Executive Session. LFranke seconded the motion. Motion carried.
6. Action Item: Interim Administrator Mitchell moved to appoint David J. Zadnik, Interim Administrator effective 11/3/16, R. Osgood seconded the motion. Motion carried.

• Proclamation

B. Clancy made a motion to include the following proclamation in the minutes:
"We the members of the Syble Hopp School Board would like to take this opportunity to thank Barb Natelle for thirty years of guiding the children of Hopp to be a success and contributing to our community.

You have always put your students first and given them the support to succeed. Without your patience and kindness Syble Hopp would not be the example that others try to emulate.

With the addition of the pool and then the indoor playground you have made great strides in meeting the needs of the Syble Hopp students, all done without taxpayers funding.

You have been the catalyst that had the idea, brought it forth to the community and the rest is history.

It has been a pleasure and honor to serve with you.

Wishing you best in your future endeavors!" J. Mitchell seconded, motion carried.

7. Adjournment: R Osgood moved to adjourn meeting at 4:10. LFranke seconded the motion. Motion carried.

Proceedings of Children with Disabilities Education Board

A special meeting was held on Wednesday, October 26, 2016 at 9:00 AM

Present: S. King, B. Clancy, J. Mitchell, R. Osgood, L. Franke

Excused:

Also Present: Ben Villarruel

1. Call to order: S. King called the meeting to order at 9:00 AM
2. Action Item: Approval of Agenda: R. Osgood moved to approve the agenda as presented. L. Franke seconded the motion. Motion carried.
3. Presentation by two search firms for Administrator
4. Executive Session and Adjournment: The Board will move to Executive Session as allowed by WI. Stats 19.85 (1)(c)(f)(i) for the purpose of selection of search firm for Administrator position. L. Franke moved to approve to adjournment to open session. J. Mitchell seconded the motion. Motion carried.
5. Action Item: Hire School Executive Connection for School Administrator search: L. Franke moved to approve. J. Mitchell seconded the motion. Motion carried.
6. Adjournment: B. Clancy moved to adjourn meeting at 11:15 AM. L. Franke seconded the motion. Motion carried.

PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A special meeting was held on Thursday, November 3, 2016

Present: S. King, B. Clancy, J. Mitchell

Excused: R. Osgood, L. Franke

Also Present: D. Zadnik, C. Maricque

1. Call to Order: S. King called the meeting to order at 3:30 pm.
2. Action Item: Approval of October 24, 2016 Board Minutes: J. Mitchell moved to approve the minutes of October 24, 2016. B. Clancy seconded motion. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. B. Clancy seconded motion. Motion carried.
4. Adjournment to Executive Session: J. Mitchell moved to executive session as allowed by Wisconsin stats 19.85 (1)(c)(f)(i) for the purpose of discussing personnel issues. B. Clancy seconded the motion. Motion carried.
5. Action Item: Personnel Issues: B. Clancy moved to approve administrative staff retro and merit pay. J. Mitchell seconded the motion. Motion carried.
6. Action Item: Fee for Administrator Search Firm: J. Mitchell moved to approve fee for Administrative Search Firm, School Executive Connection. B. Clancy seconded the motion. Motion carried.
7. Adjournment: J. Mitchell moved to adjourn the meeting at 3:55 PM. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, October 13, 2016 in Board Room A of the Sophie Beaumont Building-Human Services– 111 N. Jefferson Street Green Bay, WI

Present: Chairman Tom Lund
Carole Andrews, Craig Huxford, Jesse Brunette, Susan Hyland, Paula Laundrie,
JoAnn Grashberger

Excused: Bill Clancy, Aaron Linssen

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Deputy Director
Luke Schubert, Hospital & Nursing Home Administrator
Eric Johnson, Finance Manager
Mark Lallensack, CTC Accountant

1. Call Meeting to Order:

The meeting was called to order by Chairman Lund at 5:15 pm.

2. Approve/Modify Agenda:

GRASCHBERGER / ANDREWS moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of September 9, 2016 Human Services Board Meeting:

HYLAND / HUXFORD moved to approve the minutes dated September 9, 2016.
The motion was passed unanimously.

4. Executive Director's Report:

Executive Director Pritzl had attached is report with the agenda packet. Pritzl stated that the budget meeting for the HS Committee held on October 11th was quick and efficient. Pritzl noted there were two changes to the proposed budget made by the HS Committee. The first change was to add \$40,000 for the Treatment Alternatives and Diversion programs (Treatment Courts) to support positions requested through a grant. The full grant amount was not awarded, and the positions would have to be reduced or eliminated without the additional funds. The second addition was \$25,000 for the Welcome Baby program that is in jeopardy of ending due to grant and funding reductions.

5. Presentation re: CTC Fiscal Services:

Finance Manager Eric Johnson and CTC Accountant Mark Lallensack gave a Power Point presentation to the board. The presentation was included in the agenda packet.

LINSSEN / ANDREWS moved to receive and place on file.
Motion was carried unanimously.

6. Discussion re: Barbara Bauer Award.

Citizen Board Member Andrews had asked that this be on the agenda. We have not considered anyone recently and Andrews would like to initiative it again. We do not necessarily have to grant the award but we want nominations to be allowed. Kara Navin will email guidelines for the award out to the board.

7. CTC Administrator Report including NPC Monthly Report:

Schubert had sent the NPC Monthly Report in the agenda packet. He did pass out an Addendum (attached).

ANDREWS / HYLAND moved to receive and place on file.
Motion was carried unanimously.

8. Financial Report for Community Treatment Center and Community Programs:

A financial summary was included in the board agenda. Financial Manager Eric Johnson went through the numbers.

HUXFORD / LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

9. Statistical Reports:

Please refer to the packet which includes this information.

10. Approval for New Non-Continuous Provider & New Provider Contract:

Please refer to the packet which includes this information.

LAUNDRIE / ANDREWS moved to receive items 8 – 9 and place on file.
Motion was carried unanimously.

11. Other Matters:

Next Meeting: Thursday, November 10, 2016
5:15 p.m. – Community Treatment Center, Room 365

12. Adjourn Business Meeting:

LAUNDRIE / HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

Kara Navin
Office Manager

10

NPC Monthly Report Addendum

Other Business Continued - There was a recent health inspection conducted at Bayshore Village skilled nursing facility in response to a self-reported event that we became aware of in which one of our resident's was served food that was contradictory to this resident's physician ordered diet. The resident subsequently passed away. DHS evaluated the case and issued us a deficiency: F0323 - - S/S: J: -- 483.25 (h) – Free of Accidents Hazards/Supervision/Devices.

The S/S: J citation was removed on 09/18/16 at the exit of the health inspection as it was determined the facility took necessary immediate action to educate and train staff and have appropriate policies, procedures, and ongoing training in place to demonstrate that other resident were not at imminent risk of harm or danger. DHS determined that this to be an isolated event. The immediate jeopardy citation initiated an Extended Survey on the facilities policies, procedures, and systems for prevention of accidents in other resident safety areas of operation. This Extended Survey was conducted by DHS on 09/26/16. DHS did not find any deficient practices from that health survey review.

An immediate jeopardy citation will subject Bayshore Village to the additional following CMS imposed penalties:

- A two-year restriction from conducting nurse aid training programs onsite, without obtaining a waiver.
- A civil monetary penalty imposed by CMS.
- An additional follow up health inspection on our meal delivery and other resident quality of care services.
- Discretionary Denial of Payment for new admissions, if substantial compliance is not achieved by 12/21/16.
- Termination of your participation in Medicare and Medicaid programming, if substantial compliance is not achieved by 03/26/17.

Bayshore Village Nursing Home is a CMS 5 Star Rated (out of a possible 5 star) skilled nursing facility. This rating is based on prior health inspection history, facility staffing ratios, and quality of care outcomes. Only the top 10 % of facilities in the nation are awarded this star rating. We are saddened by this isolated event, and we have and will continue to take action to prevent this type of accident from happening again.

Respectfully submitted by:

Luke Schubert, NHA: Hospital and Nursing Home Administrator

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, September 20, 2016 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Carl Soderberg, Ed Koslowski, Duane Pierce, Jim Haskins, Louise Dahlke, Joe Witkowski

EXCUSED: Tracy Rosinski, Delores Pierce, Jerry Polus

****Running Total of Veterans' Certificates: 1777**

1. **Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. **Invocation.**

3. **Approve/Modify Agenda.**

Motion made by Jim Haskins, seconded by Ed Koslowski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Approve/Modify Minutes of August 16, 2016.**

Motion made by Duane Pierce, seconded by Ed Koslowski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Update re: Honor Rewards Program.**

Chair Bernie Erickson informed that he recently showed his Honor Rewards card at Home Depot and received a discount.

Register of Deeds Cathy Williquette informed that as of today there are 80 businesses signed up for the program. The most-recent to sign up are Cooks Corner, Cabelas, IHop, Happy Joes, Western Racquet and Pizza Ranch. There have been 178 requests for cards to date. Of those, 3 have been denied because they were not from Brown County residents, 15 are in the approval stage and 160 have been sent out.

Williquette also said one of her employees was at the Honor Run at City Stadium recently and Williquette also went and there were a few people that showed interest and some signed up. Overall the program is going well and she said the vendor who runs the program will allow any county to participate in the program, even if they do not buy the software. Williquette has arranged for a representative of the company to go to the Veterans Conference in October to present this to the Veterans Service Officers. She said she has had inquiries about the program from several surrounding counties and she would like to see this program offered throughout the state.

6. **Update re: 2016 Veterans' Appreciation Day at the Brown County Fair.**

Jim Haskins said he and Jerry Polus were approached by someone at the Fair who asked what group will be honored next year. They tossed around a few ideas and suggested something like "women left behind" to honor the wives of veterans and womens' auxiliary members. Ed Koslowski said the other suggestion he heard was to honor Purple Heart recipients. Louise Dahlke said that the auxiliaries now include men so this would have to be nailed down a little bit. These suggestions were noted and will be discussed further as next year's event approaches.

1e

Duane Pierce said that considering the weather, the event went fairly well. Erickson estimated that about 50 people attended the ceremony. Koslowski asked how many tickets were turned in and Dahlke responded that not many were turned in. Next year she would like to keep track of the number of raffle tickets given out and then she would double that number to estimate attendance. This would make things easier for the Fair to keep track of numbers. Koslowski said that 124 raffle tickets were handed out this year. Soderberg asked if there were many people that came but did not have a ticket. Dahlke responded that there were a number who showed IDs to get in instead of having a ticket. She questioned if the Subcommittee really needs to go through the expense of having tickets printed because it seems that not that many are turned in. She felt if word could get out that veterans could get in with a veterans ID, the ticket procedure could be eliminated. When veterans are let in without a ticket, it is difficult for the Fair to keep track of the number of attendees. Dahlke estimated that more than half of the people at the event did not turn their ticket in. This will be discussed again before next year's event so a decision can be made as to how to handle this.

Koslowski would like a thank you note sent to the Fair Board for their help with the event and also to Preble FFA for the boutonnieres they handed out to veterans. Also thank you notes should be sent to Heartland Hospice and Humana for their support of the event. Erickson said he has already sent thank you notes to the businesses who donated prizes.

7. Report from CVSO Jerry Polus.

CVSO Jerry Polus was not in attendance at the meeting. A letter from him was read to the group that explained his absence. Polus is hopeful to be back for the next meeting. Erickson also noted that Polus has requested some sort of poster listing the various events going on for Veterans Day. Pierce and Koslowski will get the information together so a poster can be made.

8. Comments from Carl Soderberg.

Soderberg informed that they are still waiting for the Senate and House to get together for NDAA (National Defense Authorization Act) which is basically the military and veterans budget. The House and Senate passed different versions and have not been able to determine how to reconcile the differences. Soderberg continued that the two things they hear most about are the veterans' choice card and the long delay in appeals and putting in the first claim for benefits.

9. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).

-Erickson reported that he had some Honor Rewards signs made for his boat and he shared pictures of them on the boat.

-Louise Dahlke did not have anything to add other than what she brought up earlier.

-Jim Haskins informed he got his invitation from the Yacht Club for their Veterans Day event. He also said he attended the booyah bash at the Vets Center on Ashland Avenue recently and it was well attended. He also mentioned that he had seen an article in the paper that John Maino would be at a book signing in Oconto Falls which was being sponsored by Oconto County and the Oconto County Library. Haskins continued that he recently learned that the person who designed the POW flag used his son's silhouette on the flag. Haskins ended his report by saying that he had recently received his Honor Rewards card.

-Ed Koslowski noted that AMVETS will be holding a meat raffle at Pearly Gates on November 8. Proceeds will be used to help veterans in Brown County.

-Duane Pierce reported that on October 3 the Vietnam veterans will hold their quarterly get together at Pearly Gates. There will be raffles, food specials, etc. beginning at 5:00 pm. Pierce said this is a fun event and all are welcome. He also reported that the annual POW/MIA candlelight recognition ceremony was held at the courthouse on September 16. They had the honor of retiring another name and the list is now down to 26 soldiers missing from Wisconsin. He was happy that Channel 2 provided some media coverage for the event.

-Witkowski shared a historical article from the newspaper regarding building the new City Hall in 1951. He also shared an article that says the Desert Vets of Wisconsin based in the Green Bay area are offering veterans

appreciation hunts this fall. The nonprofit organization is teaming with local veterans and land owners to offer a day of duck or goose hunting free to all active service members or honorably discharged veterans. Witkowski also shared an article regarding firing squads being provided by local veterans' organization in 1947 for military rights in connection with the reburial of Green Bay war dead from foreign cemeteries.

Witkowski also mentioned the Veterans Day breakfast this group has taken part in in the past. He said if the event is as hectic as it has been in the past, he would suggest that this group not be involved. He suggested this group still collect door prizes to use throughout the year at different events. He felt that only about half of the people should be allowed in the breakfast to make things run more smoothly. Haskins did not think the event was too hectic and Koslowski added the only part he thought was hectic was distributing the prizes. Witkowski said if we do participate in the event, we should only give part of the prizes there and save the rest for other events throughout the year, or give them to Polus so he can have them available in his office to give out at his discretion. Haskins did not think that businesses would be happy if we collected prizes but did not give them out at the event. Witkowski reiterated he felt the event was hectic and it would be easier to get around if less people were admitted.

Erickson recalled discussing in the past about the Subcommittee not being involved in the VFW event but asking the Yacht Club if this group could become part of their event instead, however, nothing was ever finalized. He also noted that the Subcommittee is smaller than it has been in the past and also that it is now quite late to start soliciting for door prizes. Witkowski said he was going to suggest that we start collecting prizes after the next meeting. Erickson did not feel we need to do any solicitations for Veterans Day because we do the door prizes at the Fair. Pierce and Haskins both felt that we should not plan on participating in the VFW event this year. Koslowski said everyone expects the article in the paper that lists the Veterans Day activities and offers. Witkowski said that he would like a copy of the newspaper article if anyone has one.

Erickson recalled earlier discussions where it was indicated that we now have the Honor Rewards program that runs year round. He said if this group really wanted to do something, they should set up a table at the Veterans Day event to sign up members for Honor Rewards so they can get the offers and discounts all year long. Haskins said he would be willing to help the Register of Deeds at the event if she could have someone there to help sign up veterans. Koslowski suggested turning the old donation list over to Cathy Williquette so she could make contact with those businesses to see if they all wanted to sign up for the Honor Rewards program. Erickson will check with Williquette to see if she can have someone available on that day to sign up veterans.

10. **Such Other Matters as Authorized by Law. None.**

Erickson reported that Austin Straubel, whom the airport is named after, is going to be inducted into the Aviator Hall of Fame at EAA shortly. A commemorative display is going to be put together to be displayed at the airport. Once the display is done, Erickson will look into having a Subcommittee meeting out there so the group can see the display.

Pierce said that he had recently received a notice that the Milwaukee Air Show will be back next year and will include special performances by the Blue Angels on July 15 and 16, 2017.

Soderberg added that the United Patriotic Society will be holding a meeting on October 15.

Witkowski asked again if this group would be soliciting door prizes for Veterans Day or not and was informed that we would not be soliciting door prizes, but would promote the Honor Rewards program for veterans to receive year-round discounts.

11. **Adjourn.**

Motion made by Jim Haskins, seconded by Ed Koslowski to adjourn at 5:16 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 9-21-16
Committee: Human Services Committee

Motion from the Floor/Late Communication

I make the following motion/late communication:

I ~~propose~~ propose that the
Human Services Committee examine and
draft a resolution similar to St. Croix
county Resolution No. 37 (2016).

Signed: Richard Schradel
District No. 24

(Please deliver to County Clerk after motion is made for recording into minutes.)



Resolution No. 37 (2016)
RESOLUTION REGARDING THE PLANNED DEVELOPMENT
OF WIND TURBINE ENERGY SYSTEMS IN ST. CROIX
COUNTY

1 WHEREAS, on July 7, 2016 the Highland Wind Farm in the town of Forest was
2 approved by the Public Service Commission of Wisconsin; and
3

4 WHEREAS, the approved wind farm will consist of 44 wind turbines and is expected to
5 generate enough energy to power 35,000 homes; and
6

7 WHEREAS, since as early as March of 2012, the Health and Human Services Board has
8 heard concerns from St. Croix County residents regarding health impacts related to wind turbine
9 energy systems, some of which include sleeplessness, noise, exhaustion, headache, head and ear
10 pressure and anxiety; and
11

12 WHEREAS, wind farms are located across the state of Wisconsin with residents
13 reporting similar health problems; and
14

15 WHEREAS, one conclusion of the Wisconsin Wind Siting Council in the Wind Turbine
16 Siting-Health Review and Wind Siting Policy update completed in 2014 stated that although
17 there are several publications arguing that noise from wind turbines directly causes adverse
18 health effects in humans, based upon the peer reviewed literature, it appears at this time that
19 there is insufficient data to validate this scientific conclusion; and
20

21 WHEREAS, the Wisconsin Wind Siting Council Minority Response strongly
22 recommends acoustic and epidemiological studies be carried out, especially in Wisconsin where
23 there are existing complaints of sleep disturbances, headaches, nausea, tinnitus or much worse
24 related to existing wind energy systems. These studies should include measuring and analyzing
25 the nature and effects of infrasound and low frequency noise; and
26

27 WHEREAS, it is probable that when the Highland Wind Farm project is operational,
28 similar complaints from residents from the town of Forest may occur; and
29

30 WHEREAS, on July 19, 2016, the Health and Human Services Board passed a motion to
31 adopt the Public Health position statement pertaining to the wind turbine energy systems and
32 directed this be placed in a resolution for consideration by the County Board of Supervisors.
33

34 THEREFORE, be it resolved that the St. Croix County Board of Supervisors adopts the
35 following public health position statement:
36

- 37 • Issues surrounding wind turbine energy systems should not be addressed one local
38 health department at a time.
- 39 • An updated position statement from the current State Health Officer should be
40 completed with direction and support provided to all local health departments.
- 41 • The State of Wisconsin should fund and complete a Health Impact Assessment on the
42 effect of wind turbine energy systems. This impact study should address wind turbine


- 43 energy siting recommendations. In addition, this non-biased health impact study
44 should include areas within the state that have existing wind turbine energy systems
45 to determine why some individuals are impacted.
- 46 • The Wisconsin Division of Public Health should develop a “fact sheet” with
47 information pertaining to wind turbine energy systems and health impact. This
48 should be followed by presentations from Division of Public Health staff in counties
49 where requested.
 - 50 • The Wisconsin Division of Public Health should review current human health hazard
51 statute and determine if updates to this statute are necessary to address new and/or
52 emerging health issues.
 - 53 • The Wisconsin Division of Public Health should identify baseline health assessment
54 recommendations for individuals to voluntarily consider with their physician to assist
55 individuals that may be impacted by future placement of industrial wind turbines. St.
56 Croix County Public Health may assist individuals in interpreting these
57 recommendations.
58


59 THEREFORE, be it further resolved that the St. Croix County Board of Supervisors
60 directs the County Clerk to forward this resolution to the office of the Governor, Assembly
61 Members and Senators representing St. Croix County, County Public Health Departments,
62 Wisconsin Counties Association, Department of Health Services Secretary, and the State Health
63 Officer

Legal – Fiscal – Administrative Approvals:

Legal Note:

Fiscal Impact: None


Scott L. Cox, Corporation Counsel 8/4/2016


Robert Mittet, Finance Director 8/2/2016


Patrick Thompson, County Administrator 8/4/2016

08/09/16 Health & Human Services Board APPROVED

| | |
|------------------|--------------------------------------------------------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Paulette Anderson, Supervisor |
| SECONDER: | Bob Long, Supervisor |
| AYES: | Logelin, Babbitt, Coulter, Long, Kiesler, Anderson, Leibfried, Rasmussen |
| ABSENT: | Lisa Ramsay |

Vote Confirmation.


Christopher Babbitt, Supervisor 8/9/2016

St. Croix County Board of Supervisors Action:

Roll Call - Vote Requirement – Majority of Supervisors Present

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Ron Kiesler, Supervisor |
| SECONDER: | Scott Nelson, Supervisor |
| AYES: | Sicard, Ring, Babbitt, Coulter, Sjoberg, Long, Bergren, Nelson, Berke, Ostness, Larson, Hansen, Kiesler, Brinkman, Anderson, Achterhof, Leibfried, Peavey |
| ABSENT: | David Peterson |

This Resolution was Adopted as Amended by the St. Croix County Board of Supervisors on September 6, 2016
Cindy Campbell, County Clerk

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 10-19-16

Committee: Human Services Committee & Public Safety Comm.

Motion from the Floor/Late Communication

I make the following ~~motion~~/late communication:

This is my request for the committee
to evaluate Montana Meth Project commercials
for possible use as public service
announcements in Brown County.

Signed:

Richard Schadel

District No.

24

(Please deliver to County Clerk after motion is made for recording into minutes.)



**CITY OF GREEN BAY
COMMON COUNCIL**

PETITIONS AND COMMUNICATIONS FORM

Date: 11/2/16

Request of Alderperson Nicholson

Refer to: Human Services

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10 A.M. on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read :

Requesting the reasons why
the Nursing staff at the CTC are
not able to select vacation From
12/22/16 to 12/31/16

[Signature] #3

November 2, 2016

**TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

**RESOLUTION APPROVING FUNDING TO PROVIDE SAFE AND
SECURE TRANSITIONAL HOUSING IN BROWN COUNTY**

WHEREAS, the Ad hoc Mental Health Treatment Committee appropriated \$1,150,000 in the 2016 budget for purposes of creating transitional residential treatment programing, increasing mobile crisis services, providing detoxification services, and for the creation of a day report center from the special revenue fund; to continue the goal of addressing mental health and AODA needs, as well as to support services for existing treatment courts for Brown County residents; and

WHEREAS, a Sequential Intercept Mapping was conducted in 2016 and a report was generated with recommendations and goals to continue the above mentioned programs; and

WHEREAS, the Sequential Intercept Mapping identified one of the largest areas of need in order for the programs to be successful was the lack in Brown County of safe, stable and secure housing available for the population receiving mental health services; and

WHEREAS, appropriation of revenue for safe, stable and secure housing could cause a reduction in jail population and could reduce the cost of an expansion of the Brown County Jail; and,

WHEREAS, the Ad Hoc Mental Health Committee moves, pursuant to the recommendations and goals stated above, for a budget increase in the Human Services Department that would provide for consulting services and initiation of providing safe, stable and secure housing for the above stated programs; and

WHEREAS, the ad Hoc Mental Health Committee hereby moves to increase the Department of Human Services budget in the amount of \$400,000.00 for funding of the above mentioned services and programs, which would include the cost of hiring consultants and the initiation of the housing programs; and

WHEREAS, that Ad Hoc Mental Health Committee identified that the appropriation of these funds are necessary for the 2017 budget year in order to continue the initiatives approved in the 2016 budget and listed above, and to avoid a gap in being able to provide these services as the programs continue to grow; and

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does hereby increase the 2017 budget in the amount of \$400,000 to be available during the 2017 year, and that the Ad Hoc Mental Health Committee agrees to submit to the Brown County Board the specifics of the amounts being allocated to consulting and housing as is needed throughout the year, with the intention that the County Board will approve the funds to be released as needed.

Respectfully submitted,

Ad Hoc Mental Health Committee

Approved By Corporation Counsel

Troy Streckenbach
COUNTY EXECUTIVE

Date Signed: _____

Fiscal Impact: This resolution is not included within the 2017 Budget. \$400,000 would be required to be appropriated during the 2017 Budget process.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Erik Pritzl Executive Director

To: Human Services Board
Human Services Committee

From: Erik Pritzl, Executive Director

Date: November 10, 2016

Re: Executive Director's Report

Activities since the last time the Human Services Board and Committee are summarized below by the primary division area of the department.

Community Programs

Behavioral Health

Mental Health Initiatives Updates:

- The Day Report Center is expected to be operating beginning November 14, 2016. Family Services staff members have provided information and received feedback through two meetings with Court staff, and have met with classification staff at the Brown County Jail. Family Services staff members have been able to use program tools and templates from their work in other counties where they have provided this service.
- Mobile Crisis Expansion was approved previously, and the contracted provider, Family Services, has filled all positions. June through October performance information is as follows:

| Measure: | June | July | August | Sept | Oct |
|-------------------------------------------------------------------------------------------------------|------|------|--------|------|-----|
| Number of In person mobile assessments. | 75 | 91 | 80 | 103 | 88 |
| Duration (minutes) of in person mobile crisis assessments. | 83 | 58 | 74 | 58 | 75 |
| Average response time (minutes) for mobile calls. Response time less than 30 minutes (80% benchmark). | 87% | 88% | 81% | 72% | 88% |
| Average amount of law enforcement time (hours) per crisis contact--GBPD | | | 14.7 | 6.1 | 5.2 |
| Number of diversion stays (days). | 10 | 11 | 21 | 18 | 23 |
| Duration (days) of diversion stays. | 42 | 51 | 67 | 76 | 63 |

- Residential treatment has been through the required approvals for the service. Staff members have been identifying people who are candidates for residential treatment through the assessment process including using the Uniform Placement Criteria required by the Department of Health Services. This service was just approved as part



of the expansion in October, we don't have information regarding placements and retention in treatment at this time.

- Detoxification services for incapacitated individuals have been provided, with some people choosing to transition to Bay Haven to participate in further assessment. We have received billing information for nineteen days of service for nine individuals. In addition, the Green Bay Police Department has reported that eighteen people have been taken to Bellin for alcohol incapacitation holds. There will be process review meetings in November to identify challenges and improvements.

Children, Youth and Families (CYF)

Child Protection—Kid Stat Performance Standards

Child Protective Services has a number of metrics that are tracked at the State level, and of particular importance because Brown County is a “driver” county due to size. There are eight driver counties in Wisconsin. The latest report showed that Brown County CPS staff members have met standards in the following measures:

- Few overdue Initial Assessments (2nd lowest in the State, and 20% below the State average)
- Met the benchmark for Caseworker Contact timeliness (1 of 7 driver counties)
- Met the benchmark for Legal Permanence (1 of 4 driver counties) for children in care for 12 months
- Met the benchmark for Legal Permanence (1 of 7 driver counties) for children in care for 24 months
- Met the benchmark for re-entry into care (only driver county)

The only measure reported that was not met related to placement stability (1 of 6 counties.)

This performance represents significant efforts on the part of Child Protection staff to improve the safety, permanency and well-being of children.

Secure Detention Changes:

A workgroup has been meeting with staff from Shelter Care, Juvenile Justice and Child Protective Services to be proactive in planning for youth, and develop strategies to address capacity issues should these arise. Staff members have identified secure detention facilities in other counties to utilize if needed. A positive development is collaboration between different program areas (Child Protection and Juvenile Justice) around on-call services and best practices.

Community Treatment Center

The utilization of the units of the Community Treatment Center continues to be higher than 2015:

- The Nicolet Psychiatric Center unit has seen a continued increase in the average daily population to 12.1 for the year, with October's utilization at 13.1. We continue to see higher utilization by Brown County residents compared to other counties in 2016 (78%)

vs. 2015 (70 %.) There has been a decrease in the utilization of Winnebago Mental Health Institute.

- The Bay Haven CBRF unit had an average daily population of 5.5 in October, bringing the year to date average daily population to 4.4 which is over the budgeted average of 3.6. The department continues to evaluate other options for Bay Haven.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board and Human Services Committee

Date: November 2, 2016

Subject: YTD 9/30/16 Financial Results for CTC and Community Programs

Community Treatment Center

September monthly financial results for CTC show a \$41,314 surplus of revenue over expense. This is due to favorable operating results for the month and also lower than normal health and dental employee benefit expense in September because only one payroll with cost for the county fell in September due to an unusual timing issue. This in effect resulted in a YTD favorable benefit expense adjustment in September. This improves the overall YTD 2016 unfavorable budget variance from approximately \$153,000 as of 8/31/16 to approximately \$45,000 as of 9/30/16 for CTC. The current year results of \$647,707 deficit remain significantly improved from prior year results of \$2,337,096 deficit YTD.

Revenues YTD are higher overall than anticipated in the budget at 79% of the annual budget compared to a benchmark of 75% after 9 of 12 months. Expenses are also at 79% of the total annual budget YTD. Both revenues and expenses are affected by higher than budgeted census for the Hospital and CBRF.

| | | <u>Actual</u> | <u>Budget</u> |
|---------------------|--------------|---------------|---------------|
| YTD Average Census: | Hospital | 12.0 | 10.1 |
| | Nursing Home | 61.4 | 61.4 |
| | CBRF | 4.2 | 3.6 |

Community Programs

The YTD financial results for Community Programs as of 9/30/16 show overall revenues at 74% of the annual budget and expenses also at 74% compared to a benchmark of 75% for 9 months. This includes expenses for Mental Health Expansion initiatives which are increasing as the year progresses.

Respectfully Submitted,

Eric Johnson
Finance Manager





Community Programs

Through 09/30/16
Prior Fiscal Year Activity Included
Summary Listing

| Account Classification | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year YTD |
|-----------------------------|------------------------|-----------------------|-------------------------|-------------------------------|----------------------|------------------------|------------------------------|------------------|-------------------------|
| Fund 201 - CP | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Property taxes | 16,249,887.00 | .00 | 16,249,887.00 | 1,354,157.25 | .00 | 12,187,415.25 | 4,062,471.75 | 75 | 11,295,564.03 |
| Intergov Revenue | 31,465,027.00 | 254,317.00 | 31,719,344.00 | 2,062,423.82 | .00 | 23,508,608.60 | 8,210,735.40 | 74 | 51,562,797.64 |
| Public Charges | 2,183,021.00 | 30,500.00 | 2,213,521.00 | 200,910.04 | .00 | 1,617,132.79 | 596,388.21 | 73 | 1,440,673.50 |
| Miscellaneous Revenue | 49,400.00 | .00 | 49,400.00 | 315.00 | .00 | 98,919.51 | (49,519.51) | 200 | 68,916.91 |
| Other Financing Sources | 530,500.00 | (24,956.00) | 505,544.00 | .00 | .00 | 5,544.00 | 500,000.00 | 1 | 23,022.00 |
| REVENUE TOTALS | \$50,477,835.00 | \$259,861.00 | \$50,737,696.00 | \$3,617,806.11 | \$0.00 | \$37,417,620.15 | \$13,320,075.85 | 74% | \$64,390,974.08 |
| EXPENSE | | | | | | | | | |
| Personnel Costs | 18,204,396.00 | 5,544.00 | 18,209,940.00 | 1,366,823.47 | .00 | 13,656,825.66 | 4,553,114.34 | 75 | 14,659,750.31 |
| Operating Expenses | 33,215,383.00 | 406,457.00 | 33,621,840.00 | 2,687,472.59 | 49,335.26 | 24,404,314.39 | 9,168,190.35 | 73 | 50,851,548.26 |
| Outlay | .00 | .00 | .00 | .00 | .00 | (165.00) | 165.00 | +++ | 13,027.90 |
| EXPENSE TOTALS | \$51,419,779.00 | \$412,001.00 | \$51,831,780.00 | \$4,054,296.06 | \$49,335.26 | \$38,060,975.05 | \$13,721,469.69 | 74% | \$65,524,326.47 |
| Fund 201 - CP Totals | | | | | | | | | |
| REVENUE TOTALS | 50,477,835.00 | 259,861.00 | 50,737,696.00 | 3,617,806.11 | .00 | 37,417,620.15 | 13,320,075.85 | 74 | 64,390,974.08 |
| EXPENSE TOTALS | 51,419,779.00 | 412,001.00 | 51,831,780.00 | 4,054,296.06 | 49,335.26 | 38,060,975.05 | 13,721,469.69 | 74 | 65,524,326.47 |
| Fund 201 - CP Totals | (\$941,944.00) | (\$152,140.00) | (\$1,094,084.00) | (\$436,489.95) | (\$49,335.26) | (\$643,354.90) | (\$401,393.84) | | (\$1,133,352.39) |
| Grand Totals | | | | | | | | | |
| REVENUE TOTALS | 50,477,835.00 | 259,861.00 | 50,737,696.00 | 3,617,806.11 | .00 | 37,417,620.15 | 13,320,075.85 | 74 | 64,390,974.08 |
| EXPENSE TOTALS | 51,419,779.00 | 412,001.00 | 51,831,780.00 | 4,054,296.06 | 49,335.26 | 38,060,975.05 | 13,721,469.69 | 74 | 65,524,326.47 |
| Grand Totals | (\$941,944.00) | (\$152,140.00) | (\$1,094,084.00) | (\$436,489.95) | (\$49,335.26) | (\$643,354.90) | (\$401,393.84) | | (\$1,133,352.39) |



Community Treatment Center

Through 09/30/16
Prior Fiscal Year Activity Included
Summary Listing

| Account Classification | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year YTD |
|------------------------------|------------------------|----------------------|------------------------|-------------------------------|---------------------|------------------------|------------------------------|------------------|-------------------------|
| Fund 630 - CTC | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Property taxes | 2,797,019.00 | .00 | 2,797,019.00 | 233,084.92 | .00 | 2,097,764.28 | 699,254.72 | 75 | 1,933,712.28 |
| Intergov Revenue | 4,006,480.00 | .00 | 4,006,480.00 | 337,549.76 | .00 | 3,079,411.53 | 927,068.47 | 77 | 2,662,596.16 |
| Public Charges | 3,826,594.00 | .00 | 3,826,594.00 | 326,226.92 | .00 | 2,976,705.58 | 849,888.42 | 78 | 2,011,593.00 |
| Miscellaneous Revenue | 1,569,820.00 | .00 | 1,569,820.00 | 180,603.63 | .00 | 1,450,189.72 | 119,630.28 | 92 | 1,091,863.10 |
| Other Financing Sources | .00 | 9,818.00 | 9,818.00 | .00 | .00 | 9,818.20 | (.20) | 100 | 6,799.00 |
| REVENUE TOTALS | \$12,199,913.00 | \$9,818.00 | \$12,209,731.00 | \$1,077,465.23 | \$0.00 | \$9,613,889.31 | \$2,595,841.69 | 79% | \$7,706,563.54 |
| EXPENSE | | | | | | | | | |
| Personnel Costs | 8,825,562.00 | 9,818.00 | 8,835,380.00 | 692,210.63 | .00 | 7,053,140.43 | 1,782,239.57 | 80 | 6,826,269.06 |
| Operating Expenses | 4,178,122.00 | .00 | 4,178,122.00 | 343,940.24 | 5,040.00 | 3,208,456.13 | 964,625.87 | 77 | 3,216,757.24 |
| Outlay | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 633.67 |
| EXPENSE TOTALS | \$13,003,684.00 | \$9,818.00 | \$13,013,502.00 | \$1,036,150.87 | \$5,040.00 | \$10,261,596.56 | \$2,746,865.44 | 79% | \$10,043,659.97 |
| Fund 630 - CTC Totals | | | | | | | | | |
| REVENUE TOTALS | 12,199,913.00 | 9,818.00 | 12,209,731.00 | 1,077,465.23 | .00 | 9,613,889.31 | 2,595,841.69 | 79 | 7,706,563.54 |
| EXPENSE TOTALS | 13,003,684.00 | 9,818.00 | 13,013,502.00 | 1,036,150.87 | 5,040.00 | 10,261,596.56 | 2,746,865.44 | 79 | 10,043,659.97 |
| Fund 630 - CTC Totals | (\$803,771.00) | \$0.00 | (\$803,771.00) | \$41,314.36 | (\$5,040.00) | (\$647,707.25) | (\$151,023.75) | | (\$2,337,096.43) |
| Grand Totals | | | | | | | | | |
| REVENUE TOTALS | 12,199,913.00 | 9,818.00 | 12,209,731.00 | 1,077,465.23 | .00 | 9,613,889.31 | 2,595,841.69 | 79 | 7,706,563.54 |
| EXPENSE TOTALS | 13,003,684.00 | 9,818.00 | 13,013,502.00 | 1,036,150.87 | 5,040.00 | 10,261,596.56 | 2,746,865.44 | 79 | 10,043,659.97 |
| Grand Totals | (\$803,771.00) | \$0.00 | (\$803,771.00) | \$41,314.36 | (\$5,040.00) | (\$647,707.25) | (\$151,023.75) | | (\$2,337,096.43) |

CTC DOUBLE SHIFTS WORKED 10/4/16 THRU 11/9/16/16

| Employee Name | Classification | Date | shifts worked |
|--------------------|----------------|--------|---------------|
| Allen, Tarrah | CNA | 9-Oct | AM, PM |
| | | 20-Oct | PM, NOC |
| | | 7-Nov | AM, PM |
| Begalke, John | CNA | 8-Oct | PM, NOC |
| | | 9-Oct | PM, NOC |
| | | 22-Oct | PM, NOC |
| | | 31-Oct | PM, NOC |
| Crooks, Stephanie | CNA | 20-Oct | AM, PM |
| | | 5-Nov | AM, PM |
| Deprey, Jenny | CNA | 21-Oct | AM, PM |
| Devlin, Rachael | RN | 31-Oct | PM, NOC |
| Elsner, Deb | CNA | 22-Oct | AM, PM |
| Furst, Brian | CNA | 30-Oct | AM, PM |
| Hawk, Nicole | LPN | 9-Oct | AM, PM |
| | | 1-Nov | PM, NOC |
| | | 6-Nov | PM, NOC |
| Herlache, Robin | CNA | 26-Oct | PM, NOC |
| Joachim, Bob | CNA | 8-Oct | AM, PM |
| Litteral, Crystal | CNA | 23-Oct | AM, PM |
| Molina, Brandon | CNA | 15-Oct | AM, PM |
| | | 16-Oct | AM, PM |
| | | 23-Oct | AM, PM |
| | | 14-Nov | AM, PM |
| Pitchford, Angelo | CNA | 9-Oct | AM, PM |
| Radeva, GiGi | CNA | 23-Oct | AM, PM |
| | | 5-Nov | AM, PM |
| | | 6-Nov | AM, PM |
| Sacotte, Chris | RN | 31-Oct | AM, PM |
| | | 1-Nov | PM, NOC |
| | | 8-Nov | PM, NOC |
| Sidlauskas, Rachel | RN | 5-Nov | AM, PM |
| Spencer, Brenda | LPN | 9-Oct | AM, PM |
| | | 14-Oct | AM, PM |
| Witschel, Jill | CNA | 29-Oct | AM, PM |
| Woodward, Amanda | RN | 6-Oct | NOC, AM |
| | | 28-Oct | PM, NOC |
| | | 9-Nov | PM, NOC |

**BROWN COUNTY COMMUNITY TREATMENT CENTER
OCTOBER 2016 BAY HAVEN STATISTICS**

| ADMISSIONS | October | YTD 2016 | YTD 2015 |
|--------------------------------------|-----------|------------|------------|
| Voluntary - Mental Illness | 32 | 247 | 115 |
| Voluntary - Alcohol | 0 | 0 | 0 |
| Voluntary - AODA/Drug | 0 | 0 | 0 |
| Police Protective Custody - Alcohol | 0 | 0 | 0 |
| Commitment - Alcohol | 0 | 0 | 0 |
| Commitment - Drug | 0 | 0 | 0 |
| Court-Ordered Evaluation | 0 | 0 | 0 |
| Emergency Commitment- Alcohol | 0 | 0 | 0 |
| Emergency Detention - Drug | 0 | 0 | 0 |
| Emergency Detention - Mental Illness | 0 | 0 | 0 |
| Court Order Prelim. - Mental Illness | 0 | 0 | 0 |
| Court Order Prelim. - Alcohol | 0 | 0 | 0 |
| Court Order for Final Hearing | 0 | 0 | 0 |
| Commitment - Mental Illness | 0 | 0 | 0 |
| Return from Conditional Release | 0 | 0 | 0 |
| Court Order Prelim. - Drug | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| TOTAL | 32 | 247 | 115 |

| ADMISSIONS BY UNITS | | | |
|---------------------|-----------|------------|------------|
| Bay Haven | 32 | 247 | 115 |
| TOTAL | 32 | 247 | 115 |

| ADMISSIONS BY COUNTY | | | |
|----------------------|-----------|------------|------------|
| Brown | 31 | 216 | 88 |
| Door | 0 | 5 | 4 |
| Kewaunee | 0 | 2 | 5 |
| Oconto | 0 | 2 | 4 |
| Marinette | 0 | 1 | 0 |
| Shawano | 0 | 5 | 9 |
| Waupaca | 1 | 1 | 0 |
| Menominee | 0 | 1 | 1 |
| Outagamie | 0 | 2 | 1 |
| Manitowoc | 0 | 6 | 2 |
| Winnebago | 0 | 0 | 0 |
| Other | 0 | 6 | 1 |
| TOTAL | 32 | 247 | 115 |

| NEW ADMISSIONS | | | |
|----------------|-----------|------------|-----------|
| Bay Haven | 23 | 185 | 83 |
| TOTAL | 23 | 185 | 83 |

| READMIT WITHIN 30 DAYS | | | |
|------------------------|----------|-----------|----------|
| Bay Haven | 3 | 23 | 7 |
| TOTAL | 3 | 23 | 7 |

| AVERAGE DAILY CENSUS | October | YTD 2016 | YTD 2015 |
|----------------------|------------|------------|------------|
| Bay Haven | 5.5 | 4.4 | 1.4 |
| TOTAL | 5.5 | 4.4 | 1.4 |

| INPATIENT SERVICE DAYS | | | |
|------------------------|------------|-------------|------------|
| Bay Haven | 172 | 1327 | 433 |
| TOTAL | 172 | 1327 | 433 |

| BED OCCUPANCY | | | |
|---------------|------------|------------|-----------|
| Bay Haven | 37% | 29% | 9% |
| TOTAL | 37% | 29% | 9% |

| DISCHARGES | | | |
|--------------|-----------|------------|------------|
| Bay Haven | 28 | 241 | 113 |
| TOTAL | 28 | 241 | 113 |

| DISCHARGE DAYS | | | |
|----------------|------------|-------------|------------|
| Bay Haven | 127 | 1272 | 415 |
| TOTAL | 127 | 1272 | 415 |

| AVERAGE LENGTH OF STAY | | | |
|------------------------|----------|----------|----------|
| Bay Haven | 5 | 5 | 4 |
| TOTAL | 5 | 5 | 4 |

| AVERAGE LENGTH OF STAY BY COUNTY | | | |
|-------------------------------------|----------|----------|----------|
| Brown | 4.8 | 5 | 5 |
| Door | 0 | 1 | 1 |
| Kewaunee | 0 | 1 | 2 |
| Oconto | 0 | 0 | 3 |
| Marinette | 0 | 0 | 0 |
| Shawano | 0 | 1 | 2 |
| Waupaca | 15 | 8 | 0 |
| Menominee | 0 | 0 | 0 |
| Outagamie | 0 | 2 | 0 |
| Manitowoc | 0 | 3 | 1 |
| Winnebago | 0 | 0 | 0 |
| Other | 0 | 1 | 8 |
| TOTAL | 5 | 5 | 5 |

| IN/OUTS | Current | YTD | 2015 |
|---------|---------|-----|------|
| | 1 | 33 | 1 |

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**BROWN COUNTY COMMUNITY TREATMENT CENTER
OCTOBER 2016 NICOLET PSYCHIATRIC CENTER STATISTICS**

| ADMISSIONS | October | YTD 2016 | YTD 2015 |
|--------------------------------------|-----------|------------|------------|
| Voluntary - Mental Illness | 6 | 96 | 122 |
| Voluntary - Alcohol | 0 | 0 | 0 |
| Voluntary - AODA/Drug | 0 | 0 | 0 |
| Police Protective Custody - Alcohol | 0 | 0 | 0 |
| Commitment - Alcohol | 0 | 0 | 0 |
| Commitment - Drug | 0 | 0 | 0 |
| Court-Ordered Evaluation | 0 | 0 | 0 |
| Emergency Commitment- Alcohol | 0 | 0 | 0 |
| Emergency Detention - Drug | 0 | 0 | 0 |
| Emergency Detention - Mental Illness | 51 | 536 | 603 |
| Court Order Prelim. - Mental Illness | 0 | 0 | 2 |
| Court Order Prelim. - Alcohol | 0 | 0 | 0 |
| Court Order for Final Hearing | 0 | 14 | 9 |
| Commitment - Mental Illness | 0 | 0 | 0 |
| Return from Conditional Release | 3 | 66 | 60 |
| Court Order Prelim. - Drug | 0 | 0 | 0 |
| Other | 0 | 3 | 4 |
| TOTAL | 60 | 715 | 800 |

| ADMISSIONS BY UNITS | | | |
|---------------------|-----------|------------|------------|
| Nicolet | 60 | 715 | 800 |
| TOTAL | 60 | 715 | 800 |

| ADMISSIONS BY COUNTY | | | |
|----------------------|-----------|------------|------------|
| Brown | 50 | 560 | 559 |
| Door | 2 | 17 | 16 |
| Kewaunee | 1 | 18 | 18 |
| Oconto | 2 | 18 | 32 |
| Marinette | 2 | 13 | 27 |
| Shawano | 0 | 8 | 28 |
| Waupaca | 0 | 2 | 1 |
| Menominee | 0 | 4 | 6 |
| Outagamie | 0 | 18 | 10 |
| Manitowoc | 0 | 24 | 64 |
| Winnebago | 0 | 10 | 4 |
| Other | 3 | 23 | 35 |
| TOTAL | 60 | 715 | 800 |

| NEW ADMISSIONS | | | |
|----------------|-----------|------------|------------|
| Nicolet | 37 | 364 | 385 |
| TOTAL | 37 | 364 | 385 |

| READMIT WITHIN 30 DAYS | | | |
|------------------------|----------|-----------|------------|
| Nicolet | 5 | 75 | 100 |
| TOTAL | 5 | 75 | 100 |

| AVERAGE DAILY CENSUS | October | YTD 2016 | YTD 2015 |
|----------------------|-------------|-------------|-------------|
| Nicolet | 13.1 | 12.1 | 10.0 |
| TOTAL | 13.1 | 12.1 | 10.0 |

| INPATIENT SERVICE DAYS | | | |
|------------------------|------------|-------------|-------------|
| Nicolet | 406 | 3696 | 3049 |
| TOTAL | 406 | 3696 | 3049 |

| BED OCCUPANCY | | | |
|------------------------|------------|------------|------------|
| Nicolet (16 Beds) | 82% | 76% | 63% |
| TOTAL (16 Beds) | 82% | 76% | 63% |

| DISCHARGES | | | |
|--------------|-----------|------------|------------|
| Nicolet | 63 | 714 | 803 |
| TOTAL | 63 | 714 | 803 |

| DISCHARGE DAYS | | | |
|----------------|------------|-------------|-------------|
| Nicolet | 434 | 3675 | 3031 |
| TOTAL | 434 | 3675 | 3031 |

| AVERAGE LENGTH OF STAY | | | |
|------------------------|------------|----------|----------|
| Nicolet | 6.9 | 5 | 4 |
| TOTAL | 6.9 | 5 | 4 |

| AVERAGE LENGTH OF STAY BY COUNTY | | | |
|-------------------------------------|------------|----------|----------|
| Brown | 7.5 | 7 | 4 |
| Door | 5 | 5 | 2 |
| Kewaunee | 3 | 4 | 2 |
| Oconto | 2.5 | 2 | 2 |
| Marinette | 3 | 5 | 6 |
| Shawano | 5 | 3 | 4 |
| Waupaca | 0 | 0 | 0 |
| Menominee | 0 | 1 | 4 |
| Outagamie | 0 | 8 | 1 |
| Manitowoc | 4 | 4 | 5 |
| Winnebago | 3 | 2 | 7 |
| Other | 3.25 | 5 | 3 |
| TOTAL | 6.8 | 6 | 4 |

| IN/OUTS | Current | YTD | 2015 |
|---------|---------|-----|------|
| | 3 | 29 | 55 |

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Report of Child Abuse/Neglect by Month

| Month | 2014 | 2015 | 2016 | % Change from 2015 to 2016 |
|-----------|------|------|------|----------------------------|
| January | 404 | 415 | 435 | 4.82 % |
| February | 433 | 432 | 463 | 6.19 % |
| March | 431 | 460 | 466 | 1.3% |
| April | 487 | 455 | 452 | -.66% |
| May | 470 | 422 | 465 | 10.19 % |
| June | 345 | 330 | 348 | 5.45% |
| July | 311 | 312 | 301 | -3.5% |
| August | 298 | 282 | 312 | 10.64% |
| September | 439 | 420 | 497 | 18.33% |
| October | 461 | 440 | | |
| November | 320 | 426 | | |
| December | 397 | 415 | | |
| Total | 4796 | 4809 | | |

Reports Investigated by Month

| Month | 2014 | 2015 | 2016 | % Change from 2015 to 2016 |
|-----------|------|------|------|----------------------------|
| January | 153 | 146 | 116 | -20.55% |
| February | 140 | 141 | 141 | 0% |
| March | 160 | 161 | 124 | -22.98% |
| April | 168 | 144 | 138 | -4.17% |
| May | 164 | 147 | 135 | -8.16% |
| June | 143 | 143 | 99 | -30.77% |
| July | 139 | 113 | 101 | -10.62% |
| August | 116 | 113 | 88 | -22.12% |
| September | 164 | 150 | 126 | -16% |
| October | 165 | 141 | | |
| November | 128 | 100 | | |
| December | 137 | 121 | | |
| Total | 1777 | 1620 | | |

HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 11/10/2016

| Agency | Service(s) Description | Target Client | Program Unit(s) | Contract Sent | Contract Returned | Original Not-to-Exceed Amount | Updated Not-to-Exceed Amount |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|---------------|-------------------|-------------------------------|------------------------------|
| Acceptational Minds LLC | Living skills for autistic and/or behaviorally-challenged children and their families | Children | CLTS | 1/7/2016 | 1/15/16 | \$75,000 | \$75,000 |
| Adams L AFH | 3-4 bed traditional adult family home | MH/AODA | Behavioral Health | 11/30/15 | 1/5/16 | \$111,218 | \$111,218 |
| Advocates for Healthy Transitional Living LLC | Foster and respite care | High behavioral needs children | CABHU, CPS, CLTS | 1/19/16 | 1/26/16 | \$275,000 | \$275,000 |
| Advocates Extension LLC | Counseling, daily living skills, summer programming, respite care, CCS services | High behavioral needs children | CABHU, CPS, JJ, CLTS | 1/19/16 | 1/26/16 | \$700,000 | \$700,000 |
| Agnesian Healthcare Inc. | Autism services | Children | CLTS | 11/30/15 | 1/11/16 | \$22,100 | \$50,000 |
| American Foundation of Counseling | Foster care services | Children | CPS | 12/7/15 | 1/11/16 | \$100,000 | \$200,000 |
| Anderson, Campbell Educational Teaching (ACE) | Daily living skills training | Children | CLTS | 11/17/15 | 1/11/16 | \$24,000 | \$24,000 |
| Angels on Arcadian | CBRF (assisted living) | DD, PD | C-COP | 1/28/16 | 1/28/16 | \$150,000 | \$150,000 |
| Anna's Healthcare (formerly County Living) | CBRF (assisted living) | MH/AODA | Behavioral Health, C-COP | 11/30/15 | 1/19/16 | \$180,000 | \$180,000 |
| ASPIRO Inc. | Birth to 3 services, respite, prevocational training, adult day programming | DD youth/children | C-COP, CLTS, BT3 | 12/17/15 | 1/4/16 | \$414,500 | \$414,500 |
| Bellin Health Occupational Health Solutions | Drug screenings | Adult parents | CPS | 11/30/15 | 1/19/16 | \$25,000 | \$25,000 |
| Bellin Psychiatric Center | Inpatient psychiatric and detox services | MH/AODA | Behavioral Health | 1/25/16 | 2/8/16 | \$10,000 | \$10,000 |
| Better Days Mentoring | Youth mentoring services, daily living skills | Youth | JJ | 12/21/15 | 1/5/16 | \$25,000 | \$25,000 |
| Boll Adult Care Concepts | Corporate adult family home (assisted living) with CCS services for high needs behavioral health | MH/AODA | Behavioral Health, C-COP | 12/17/15 | 12/29/15 | \$825,000 | \$825,000 |
| Brotoloc Health Care System | CBRF and corporate adult family homes (assisted living) | PD with MH issues | C-COP | 11/30/15 | 1/14/16 | \$558,000 | \$558,000 |
| Caravel Autism Services | Autism services | Children | | 12/1/15 | 12/16/15 | \$375,000 | \$375,000 |
| Care for All Ages (CFAA) | CBRF (assisted living), child day care | Children | CPS | 11/30/15 | 1/11/16 | \$50,000 | \$50,000 |
| Catholic Charities of the Diocese of GB | Teen Parenting program, fiscal agent services | Teens | CPS | 11/30/15 | 12/21/15 | \$169,406 | \$169,406 |
| Centerpiece LLC | Autism services | Children | CLTS | 11/30/15 | 12/11/15 | \$190,000 | \$190,000 |
| Cerebral Palsy Inc. | Birth to 3 services, respite, adult day programming | DD youth/children | CLTS, C-COP, BT3 | 12/17/15 | 12/29/15 | \$314,500 | \$314,500 |
| Childrens Service Society | Foster care services | Children | CLTS | 12/7/15 | 12/29/15 | \$25,000 | \$55,000 |
| Chilada Institute | Children high-needs residential care center | Children | CPS, CABHU | 1/14/16 | 1/25/16 | \$175,000 | \$175,000 |
| Clarity Care Inc. | CBRF (assisted living), home health care | PD with MH issues | C-COP | 12/16/15 | 1/28/16 | \$53,000 | \$53,000 |
| Communication Pathways LLC | Autism services | Children | CLTS, C-COP | 10/12/16 | 10/31/15 | \$40,000 | \$40,000 |
| Compass Development | CBRF (assisted living) | PD with MH issues | C-COP | 4/18/16 | 4/28/16 | \$45,000 | \$45,000 |
| Curative Connections (formerly NEW Curative) | Supportive home care, specialized transportation, prevocational training, daily living skills, CCS services | MH/AODA | JJ, CPS, CLTS, C-COP | 12/17/15 | 1/7/16 | \$257,000 | \$257,000 |
| Curo Care LLC | Corporate adult family homes (assisted living) | PD with MH issues | C-COP | 11/30/15 | 12/29/15 | \$200,000 | \$200,000 |

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HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 11/10/2016

| Agency | Service(s) Description | Target Client | Program Unit(s) | Contract Sent | Contract Returned | Original Not-to-Exceed Amount | Updated Not-to-Exceed Amount |
|------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|---------------|-------------------|-------------------------------|------------------------------|
| Darnell Receiving Home | Receiving home for emergency placements | Children | CPS | 12/7/15 | 12/21/15 | \$19,710 | \$19,710 |
| Deer Path Assisted Living Inc. | CBRF, corporate adult family homes (assisted living) | MH/AODA | Behavioral Health, C-COP | 11/30/15 | 1/12/16 | \$300,000 | \$300,000 |
| Dodge County (DBA Clearview Behavioral Health) | Brain injury rehabilitation center | Adults w/traumatic brain injury | Behavioral Health | 11/30/15 | 1/4/16 | \$285,000 | \$285,000 |
| Dynamic Family Solutions | Family counseling/treatment programs | Families of juvenile delinquent | JJ | 12/29/15 | 1/19/16 | \$155,000 | \$155,000 |
| East Shore Industries | Day programming for PD/DD disabled | PD with MH issues | C-COP | 11/30/15 | 1/11/16 | \$10,000 | \$10,000 |
| Elsner AFH | 1-2 bed traditional adult family home | MH | Behavioral Health | 1/18/16 | 1/25/16 | \$15,826 | \$15,826 |
| Encompass Child Care | Child day care | Children | CPS | 11/30/15 | 12/21/15 | \$70,000 | \$70,000 |
| Engberg AFH | 1-2 bed traditional adult family home | PD with MH issues | C-COP | 11/30/15 | 12/7/15 | \$15,852 | \$15,852 |
| Exceptional Equestrians | Hippotherapy and therapeutic riding to clients with special needs | Children with disabilities | CLTS, C-COP | 10/4/16 | 10/27/16 | \$20,000 | \$20,000 |
| Expressive Therapies LLC | Music therapy for children | Children | CLTS | 5/16/16 | 5/26/16 | \$15,000 | \$15,000 |
| Family Care Specialists, Inc. | Treatment foster care placing agency | Children | CPS/JJ | 10/14/16 | 10/20/16 | \$50,000 | \$50,000 |
| Family Services of Northeast Wisconsin Inc. | CBRF (assisted living), CRISIS Center services, counseling, CCS services | MH/AODA, children | Behavioral Health, CABHU, APS, CPS, C-COP | 12/17/15 | 12/29/15 | \$2,440,015 | \$2,440,015 |
| Family Training Program | Parenting/family skills training | CSP parents, parents of juvenile delinquent | JJ, CSP | 12/29/15 | 1/11/16 | \$155,000 | \$155,000 |
| Golden House | Domestic abuse services | Adults in need | APS | 12/1/15 | 12/11/15 | \$63,086 | \$63,086 |
| Gonzalez AFH | 3-4 bed traditional adult family home | PD with MH issues | C-COP | 11/30/15 | 1/14/16 | \$50,300 | \$50,300 |
| Goodwill Industries | Prevocational services | PD with MH issues | C-COP | 12/1/15 | 12/21/15 | \$6,000 | \$6,000 |
| Green Bay Transit Commission - NO CONTRACT | Bus passes for transportation to/from school, meetings with parents, etc. | CPS case children and adults | CPS | --- | --- | \$15,000 | \$25,000 |
| Greenfield Rehabilitation Agency, Inc. | Birth to 3 services | DD children | BT3 | 7/21/16 | 7/25/16 | \$100,000 | \$100,000 |
| Helping Hands Caregivers | Supportive home care | PD with MH issues | C-COP | 12/1/15 | 1/11/16 | \$10,000 | \$10,000 |
| Home Instead Senior Care | Supportive home care | PD with MH issues | C-COP | 12/1/15 | 1/4/16 | \$10,000 | \$10,000 |
| Homes for Independent Living | CBRF (assisted living) | MH | Behavioral Health | 12/1/15 | 1/4/16 | \$260,000 | \$260,000 |

HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 11/10/2016

| Agency | Service(s) Description | Target Client | Program Unit(s) | Contract Sent | Contract Returned | Original Not-to-Exceed Amount | Updated Not-to-Exceed Amount |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|---------------|-------------------|-------------------------------|------------------------------|
| Improved Living Services | Corporate adult family homes (assisted living), CCS services | MH | Behavioral Health | 12/1/15 | 12/14/15 | \$331,000 | \$331,000 |
| Infinity Care Inc. | CBRF (assisted living), home health care | PD with MH issues | C-COP | 12/1/15 | 12/8/15 | \$130,000 | \$130,000 |
| Innovative Counseling | Autism services | Children | CLTS | 12/1/15 | 1/19/16 | \$10,000 | \$65,000 |
| Innovative Services | Corporate adult family home (assisted living), CCS services, daily living skills, supportive home care | High-needs MH | Behavioral Health, CABHU, JJ, CPS, C-COP | 1/4/16 | 1/14/16 | \$1,814,200 | \$1,814,200 |
| KCC Fiscal Agent Services | Payor of client-hired personal care workers | Children with long-term care needs | CLTS | 12/8/15 | 12/29/15 | \$800,000 | \$800,000 |
| Klarkowski, Julie AFH | 1-2 bed traditional adult family home | | | 10/18/16 | 10/24/16 | \$15,000 | \$15,000 |
| Klein, Steven Dr. | Autism services | Children | CLTS | 12/1/15 | 12/10/15 | \$535,000 | \$535,000 |
| Krueger Receiving Home | Receiving home for emergency placements | Children | CPS | 12/7/15 | 12/29/15 | \$13,140 | \$13,140 |
| Lac Du Flambeau Lake Superior Chippewa Indians | Gookomis Endaad AODA residential treatment | Native American AODA | Behavioral Health | 3/14/16 | 4/18/16 | \$50,000 | \$50,000 |
| Lad Lake | Youth high-needs residential care center | Youth boys ages 9-21 | JJ, CPS | 12/1/15 | 1/4/16 | \$40,000 | \$40,000 |
| Lamers Bus Lines Inc. | Specialized transportation | DD youth transitioning to adults | CLTS | 12/1/15 | 12/21/15 | \$25,000 | \$25,000 |
| Lutheran Social Services | CBRF (assisted living) with CCS services | MH/AODA | Behavioral Health | 1/18/16 | 1/28/16 | \$765,000 | \$825,000 |
| Macht Village Programs Inc. (MVP) | Respite care, counseling, daily living skills, CCS services | High behavioral needs children | CABHU, CPS, JJ, CLTS | 12/1/15 | 1/11/16 | \$800,000 | \$800,000 |
| Matthews Senior Living | CBRF (assisted living) | PD with MH issues | Behavioral Health, C-COP | 12/1/15 | 1/7/16 | \$100,000 | \$100,000 |
| McCormick Memorial Home | CBRF (assisted living) | MH/AODA | Behavioral Health | 12/1/15 | 1/7/16 | \$162,500 | \$162,500 |
| My Brother's Keeper | Male Mentoring Program | Juvenile males | JJ | 10/4/16 | 10/31/16 | \$25,000 | \$25,000 |
| Mystic Meadows LLC | Corporate AFH (assisted living) | MH/AODA | Behavioral Health, C-COP | 12/1/15 | 12/10/15 | \$200,000 | \$200,000 |
| NEW Community Shelter Inc. | Homeless sheltering services | MH | Behavioral Health | 12/1/15 | 12/29/15 | \$40,000 | \$40,000 |
| Northwest Passage | Children high-needs residential care center | Children | CPS, CABHU | 12/1/15 | 12/15/15 | \$125,000 | \$125,000 |
| Options for Independent Living Inc. | CCS services, home modification assessments | MH/AODA | Behavioral Health, CLTS | 12/1/15 | 12/11/15 | \$15,000 | \$15,000 |
| Options Lab Inc. | Drug screenings | AODA, CPS parents | Behavioral Health, CABHU, JJ, CP | 12/1/15 | 12/21/15 | \$40,000 | \$40,000 |

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HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 11/10/2016

| Agency | Service(s) Description | Target Client | Program Unit(s) | Contract Sent | Contract Returned | Original Not-to-Exceed Amount | Updated Not-to-Exceed Amount |
|---------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------|------------------------------|---------------|-------------------|-------------------------------|------------------------------|
| Options Treatment Program | AODA treatment, CCS services | AODA | Behavioral Health, CABHU, JJ | 12/17/15 | 1/25/16 | \$175,000 | \$175,000 |
| Paragon Industries | Daily respite care | Children with long-term care needs | CLTS | 12/1/15 | 1/14/16 | \$125,000 | \$200,000 |
| Parent Team - CLOSED AS OF 2/13/16 | Parenting/family skills training | CSP parents, parents of juvenile delinquent/MH | CABHU, CPS, JJ | 12/1/15 | 12/11/15 | \$200,000 | \$200,000 |
| Parmentier AFH | 3-4 bed traditional adult family home | MH | Behavioral Health, C-COP | 11/30/15 | 12/10/15 | \$44,217 | \$44,217 |
| Pathways to a Better Life LLC | AODA residential treatment | AODA | Behavioral Health | 8/16/16 | 8/16/16 | \$15,000 | \$15,000 |
| Phoenix Behavioral Health Services | Autism services | Children | CLTS | 12/1/15 | 12/8/15 | \$40,000 | \$40,000 |
| Pillar and Vine, Inc. | Treatment foster care placing agency | Children | CPS/JJ | 10/14/16 | 10/20/16 | \$50,000 | \$50,000 |
| Pnuma Health Care | CBRF (assisted living) | PD with MH issues | Behavioral Health, C-COP | 12/1/15 | 12/10/15 | \$200,000 | \$200,000 |
| Productive Living Systems | Corporate adult family homes, CBRF (assisted living), supportive apartment program | MH/AODA | Behavioral Health, C-COP | 1/12/16 | 1/29/16 | \$325,000 | \$325,000 |
| Psychological Consultants of Green Bay | Psychological assessments to determine competency | Elderly, DD | APS | 10/10/16 | 10/25/16 | \$35,000 | \$35,000 |
| Ravenwood Behavioral Health | Nursing home for high-needs MH clients | High-needs MH | Behavioral Health | 12/1/15 | 1/11/16 | \$100,000 | \$100,000 |
| Rehab Resources - BOUGHT OUT BY GREENFIELD 8/1/16 | Birth to 3 services | DD children | BT3 | 12/17/15 | 1/4/16 | \$200,000 | \$200,000 |
| REM Wisconsin | Corporate adult family home, CBRF (assisted living) | MH, PD with MH issues | Behavioral Health, C-COP | 12/8/15 | 12/21/15 | \$267,500 | \$267,500 |
| Res-Care Wisconsin - ENDED CONTRACT AS OF 6/2016 | Home health care | PD with MH issues | C-COP | 12/17/15 | 1/4/16 | \$10,000 | \$10,000 |
| Slaght AFH | 3-4 bed traditional adult family home | MH | Behavioral Health | 11/30/15 | 1/12/16 | \$48,452 | \$48,452 |
| Smet AFH | 1-2 bed traditional adult family home | MH | Behavioral Health | 11/30/15 | 12/29/15 | \$59,371 | \$59,371 |
| Social Thinkers | Social learning groups for children with social communication challenges | Children | CLTS | 10/4/16 | | \$25,000 | \$25,000 |
| Southern Home Care Services - ENDED CONTRACT AS OF 11/10/2016 | Home health care | PD with MH issues | C-COP | 12/17/15 | 1/4/16 | \$10,000 | \$10,000 |
| Spectrum Behavioral Health | CCS services | Children | CLTS | 1/26/16 | 2/23/16 | \$50,000 | \$50,000 |
| St. Vincent Hospital | Birth to 3 services, home delivered meals | DD children, PD with MH issues | C-COP, BT3 | 12/17/15 | 1/28/16 | \$100,000 | \$100,000 |

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HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 11/10/2016

| Agency | Service(s) Description | Target Client | Program Unit(s) | Contract Sent | Contract Returned | Original Not-to-Exceed Amount | Updated Not-to-Exceed Amount |
|--------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------|---------------|-------------------|-------------------------------|------------------------------|
| Talbot AFH | 1-2 bed traditional adult family home | MH | Behavioral Health | 11/30/15 | 12/29/15 | \$6,000 | \$25,000 |
| Tomorrow's Children Inc. | Children high-needs residential care center | High behavioral needs children | CABHU | 12/21/15 | 12/30/15 | \$100,000 | \$100,000 |
| Trempealeau County Health Care | County-run adult family homes, CBRF (assisted living), and institute for mental disease | Very high-needs MH | Behavioral Health | 12/3/15 | 12/14/15 | \$1,166,000 | \$1,500,000 |
| United Translators | Interpreter/translation services | Non-english speaking | All | 6/27/16 | 8/8/16 | \$20,000 | \$20,000 |
| VanLanen Receiving Home | Receiving home for emergency placements | Children | CPS | 12/7/15 | 1/7/16 | \$19,710 | \$19,710 |
| Villa Hope | CBRF (assisted living), supportive apartment program | MH/AODA | Behavioral Health | 12/3/15 | 12/29/15 | \$1,589,472 | \$1,650,000 |
| Wisconsin Early Autism Project | Autism services | Children | CLTS | 12/3/15 | 12/15/15 | \$370,000 | \$370,000 |
| Wisconsin Family Ties | Family support and advocacy services | Parents of MH/juvenile delinquent | CABHU, JJ | 12/3/15 | 12/21/15 | \$26,000 | \$26,000 |
| Wisconsin Lock and Load LLC | Provides secure transportation to/from GB to other state facilities | MH, JJ | Behavioral Health, JJ, Drug Court | 10/27/16 | 10/31/16 | \$30,000 | \$30,000 |
| TOTAL | | | | | | \$20,897,075 | \$21,678,503 |

12d

Brown County Human Services
New Non-Continuous and Contracted Providers
November 1, 2016

| REQUEST FOR NON-CONTINUOUS PROVIDER | | | |
|-------------------------------------|------------------------------------------------------------------------------|----------------------|---------|
| PROVIDER | SERVICE DESCRIPTION | NOT-TO-EXCEED AMOUNT | DATE |
| Nurse Next Door | Skilled nursing services for medically fragile child (respite for caregiver) | \$10,000 | 10/4/16 |
| Individual | Reimbursement of transportation fees for transporting child to school | \$10,000 | 10/8/16 |
| Individual | Ongoing respite for children in CPS | \$10,000 | 10/8/16 |
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| REQUEST FOR NEW PROVIDER CONTRACT | | | | |
|-----------------------------------|-------------------------------------------------------------------------|----------------------------|-------------------------------|----------|
| PROVIDER | SERVICE DESCRIPTION | TARGET CLIENTS | NOT-TO-EXCEED CONTRACT AMOUNT | DATE |
| My Brother's Keeper | Male mentoring program | JJ males | \$25,000 | 10/4/16 |
| Exceptional Equestrians | Therapeutic riding to clients with special needs | Children with disabilities | \$20,000 | 10/4/16 |
| Social Thinkers | Social learning groups for communication challenges | Autistic children | \$25,000 | 10/4/16 |
| Family Care Specialists | Treatment foster care placing agency for CPS/JJ | Children | \$50,000 | 10/10/16 |
| Pillar and Vine, Inc. | Treatment foster care placing agency for CPS/JJ | Children | \$50,000 | 10/10/16 |
| Communication Pathways | Social learning groups for communication challenges | Autistic Children | \$40,000 | 10/11/16 |
| Klarkowski, Julie AFH | Adult Family Home | MH Adults | \$15,000 | 10/11/16 |
| Wisconsin Lock and Load | Provides secure transportation to/from court and other state facilities | MH, JJ | \$30,000 | 10/18/16 |